



St. Patrick's
E P I S C O P A L C H U R C H

Ministry Director Job Description

Summary

The Ministry Director is the coordinator for all formational activities, ministries, and church events (other than worship), with a particular focus on children, youth, and families. This person serves as an assistant to the Rector and will work to engage and direct lay leaders to manage the ministry needs of the parish.

The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Education and theological training that transfers well to the position described. (Bachelor's degree preferred.)

Qualifications

To perform this job successfully, an individual must be able to execute each essential duty satisfactorily. The position requires a solution-oriented person who possesses excellent interpersonal and communication skills with people of all ages and abilities, and especially enjoys working with children and youth. It is imperative the Ministry Director have a strong work ethic, be able to work independently, and possess a high energy level. Also important is the ability to identify and address issues with a collaborative approach and the skill set necessary to actively recruit and lead volunteers to create, promote, and implement parish programs. This Ministry Director must be a baptized Christian and hold values consistent with the doctrine of the Episcopal Church.

Essential Duties

- Plans, coordinates, and supervises Sunday and other parish activities including (but not limited to) Christian formation, children family and youth activities, nursery, and special events.
- Recommends and oversees Christian formation curricula for all ages, and ensures resources are available.

- Plans and coordinates confirmation classes and related activities in partnership with the Rector.
- Meets with Charlotte Convocation youth leaders on a regular basis.
- Promotes diocesan initiatives, programs, resources, and events.
- Plans, coordinates, and runs special events for the parish including, but not limited to, vacation bible school, Christmas pageant, retreats, and family programs.
- Coordinates childcare for various church functions.
- Supervises nursery employee(s), and recruits and schedules other nursery volunteers.
- Harmonizes efforts and needs among the various ministry areas within the church ensuring constructive communication and collaboration.
- Enables parishioners to identify their gifts and use them in a way that is life-affirming for both the volunteer and the church.
- Recruits, leads, trains, and supports volunteers in consultation with Rector and Vestry Leads.
- Ensures a safe church environment at all times and coordinates proper training to this end.
- Promotes and develops opportunities for volunteers to enhance their leadership skills and competency in areas related to their respective ministries.
- Oversees, supports, and encourages the development of small groups that gather for Christian formation and fellowship.
- Coordinates and promotes a church calendar of events in conjunction with Vestry Leads and Rector.
- Directs and strategizes information and other content to be communicated to parishioners.
- Attends weekly staff meetings, vestry meetings, and other meetings as required.
- Works with the Administrative Assistant, Rector, and others to maintain the parishioner database.
- Adheres to a high level of confidentiality with information disclosed by clergy, staff, ministry volunteers, and other parishioners.

Reports to: Rector

Status: Exempt, Salary, 40 Hours per week including Sundays