



## St. Mary's Episcopal Church

12291 River Road Richmond, VA 23238

[www.stmarysgoochland.org](http://www.stmarysgoochland.org)

### **Worship and Parish Life Coordinator**

#### *Overview:*

St. Mary's Episcopal Church in Richmond, Virginia is seeking an energetic and motivated individual for the new role of Worship and Parish Life Coordinator. This position will be a valuable member of our administrative team, serving as a liaison between parish staff and ministry groups, and working directly with various parish ministries. The Worship and Parish Life Coordinator will be primarily responsible for coordinating worship volunteers, as well as providing administrative support for Fellowship, Welcomers, Outreach, and Adult Confirmation ministries. This person will regularly work with the Associate Rector for Worship and Formation.

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The Worship and Parish Life Coordinator should expect to work 40 hours per week, typically Sunday through Thursday, with occasional evening and weekend work.

#### *Major Goals*

- Recruit and schedule volunteers for worship, events, and programs.
- Work with the Director of Communications to effectively communicate volunteer schedules and needs
- Utilize Ministry Scheduler Pro for managing volunteers and ministry programs
- Serve as staff coordinator for St. Mary's Outreach, Fellowship, and Welcomer ministries and create sustainable committee leadership structures
- Prepare readings and other needs for liturgical volunteers
- Coordinate Adult Confirmation/Reception/Renewal of Vows classes
- Assist with technology needs, particularly pertaining to worship and event setup
- Assist with the BBQ and Brews Outreach fundraiser

#### *Staff and Church Relations*

- Report to the Rector for support and supervision
- Attend weekly Staff meetings, monthly Program Staff meetings, and other ministry meetings as needed
- Attend Sunday morning worship as well as Parish Life events

- Attend Fellowship, Newcomer, and Outreach meetings

#### *Minimum Qualifications & Key Skills*

- Bachelor's degree and/or 4+ years of relevant experience
- Proficient in Microsoft Office Suite
- Knowledge of the Ministry Scheduler Pro and Realm ministry databases or similar software is preferred but not required
- Strong organizational and communication skills
- Relationally gifted and passionate about authentic connection
- Able to take initiative while also seeing the value in seeking counsel from others
- Valid driver's license
- Willing to submit a background check

#### *Compensation*

This is a full-time position with competitive compensation and full benefits including health insurance and contributions to the Lay Pension Program of the Church.

#### *To Apply*

Please send a cover letter providing an introduction of yourself along with a resume including at least two references. Please send all materials to the Rev. Daniel J. Reeves (dreeves@stmarysgoochland.org).