



# CALVARY

EPISCOPAL CHURCH

## PARISH & COMMUNICATIONS MANAGER MINISTRY DESCRIPTION

### BACKGROUND & CONTEXT

Calvary Episcopal Church is a rapidly growing faith community that offers a place to call home. We are people who serve downtown Bastrop & beyond as the hands & feet of Jesus, building bridges that bring people together & offering everyone a place to call home. We find ourselves at the intersection of historic downtown Bastrop & the Colorado River, and we embrace creativity, tradition, worship, and service.

Calvary Episcopal Church is looking for a Parish and Communications Manager who has gifts and experience with the ministries outlined below. In partnership with the Rector, our Parish & Communications Manager will creatively and effectively tell our story to the parish and the wider community, be responsible for all print and digital communications, and oversee the daily administration and operations of the parish.

Our staff currently includes our Rector/Priest, Curate/Assisting Priest, Director of Music Ministries, Lay Ministry Coordinator, and Bookkeeper. We value strong teamwork

in our ministry and provide a supportive and positive environment to work in. We look forward to connecting with you and sharing more about Calvary and the position.

Learn more about our mission, ministry, and life in Bastrop County at <https://cecbastrop.org>.

## MINISTRY DESCRIPTION

### *I. Communication & Marketing (45%)*

- Utilize strong writing skills to tell Calvary's story to parishioners and wider community
- Proactively seek impactful stories within parish and outreach ministries and develop ways to creatively communicate those stories
- Oversee the design and production of all print and digital communication, including weekly Scroll e-newsletter, service bulletins, posters, annual reports, stewardship materials, signage, and banners
- Coordinate and consistently manage content for social media channels
- Manage church website to ensure its maintenance, design, and content are updated and adjust web strategies based on traffic patterns
- Oversee graphic resources (photos, logos, and style guide) and coordinate photography of parish events with volunteers
- Maintain brand identity standards across all print, web, and social media communications

### *II. Administration (45%)*

- Prepare & file Annual Parochial Report in January of each year
- Interface with repair technicians, suppliers, trash service
- Oversee office computers and copier
- Order office supplies as needed
- Obtain signatures from designated check signers
- Submit annual budget request and manage those line items for areas of ministry based on annual goals
- Complete other tasks as required or assigned as needed

- Work with ministry leaders to update and manage various church calendars
- Schedule facility usage for parish and school and community rentals to maximize space while avoiding conflicts Manage Realm church database and ensure accurate, up-to-date records
- Work with rector and church team to provide timely newcomer follow-up
- Work with and support staff and volunteer leaders to access systems needed in the exercise of their ministries Ensure weekly reminders are sent to Sunday servers and readers
- Coordinate nursery workers for Sunday services
- Maintain records of Altar Flower dedications, Memorial Gifts, and Columbarium
- Prepare certificates and maintain written and digital church records

### *III. Leadership & Community Outreach (10%)*

- Oversee office volunteer ministry to provide welcome and assist with projects
- Support vestry by attending monthly meetings and taking meeting minutes
- Meet with people seeking financial assistance to identify needs and confirm legitimacy
- Oversee Parish Hall usage, including showing to prospective users, keeping Google calendar information, receiving payments/deposits, processing deposit refunds, and handling keys

## **REQUIRED QUALIFICATIONS**

- Minimum Bachelor's Degree required
- Strong writing and storytelling skills
- Ability to do self-directed work in a fast-paced, cross-platform environment and meet deadlines
- Strong time-management, organizational, and problem-solving skills
- Creative eye with proven design skill

- Honesty and confidentiality
- Familiarity with or willingness to learn the beliefs, practices and vocabulary of The Episcopal Church
- Must pass background check to comply with church requirements

## **PREFERRED QUALIFICATIONS**

- Commitment to Christ, the Church, and the ministries of communication and parish administration
- Experience in church or ministry setting
- Proficient in Google Workspace or Microsoft Office, InDesign, WordPress, Photoshop, MailChimp, Canva, database management (or similar applications)
- Experienced in social media and website management
- Sense of humor is a plus - we like to laugh around here!

## **SALARY & BENEFITS**

- The Parish & Communications Manager is a full-time exempt employee and is expected to work 40 hours per week. The work will be done at the church office from Monday to Friday from 8am to 5pm. More hours may be required in preparation for Christmas, Easter, and special events while fewer hours may be necessary during slower times.
- The annual salary is \$44,700
- Health insurance benefits through the Episcopal Church Medical Trust **covered in full and at no cost to the employee**
- 403(b) retirement plan with 5% church contribution and up to 5% additional match for employee contribution
- Four weeks of Paid Time Off per year in the first through fifth year of employment, and six weeks of Paid Time Off thereafter
- 12 paid holidays throughout the year in addition to PTO

*Calvary Episcopal Church is an equal opportunity employer and encourages applications from all qualified individuals.*