



Job Title: Director of Parish Life and Membership
Department: Parish Life
Reports to: The Rector (i.e., senior pastor)
FLSA Status: Exempt/Salaried (full-time position)
Direct Reports: Parish Life and Communications Coordinator
Creative Director (i.e., media, technology, and communications)
Director of Children’s and Youth Ministries
Date Updated: June 2024

SUMMARY

The Director of Parish Life and Membership will be responsible for managing the Parish Life Team within the church staff, which includes responsibility for managing the membership database. This person, in collaboration with church staff members and congregational volunteers, will welcome, encourage, and guide those who visit the church in person or online for worship services and various events. This person will shepherd guests and newcomers toward membership and also invite existing members to take a step closer to the center of our common life. At the heart of this full-time role on the church staff is the building and strengthening of relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcome and encourage those visiting the church for worship services and events
- Create a clear and structured stream for moving from guest to newcomer to committed member of the congregation
- Strengthen and deepen the connections and relationships between guests, newcomers, church members, church staff, and clergy
- Facilitate and plan church-wide community events and social opportunities
- Track how newcomers and church members feel about our programs
- Manage membership database together with Parish Life and Communications Coordinator
- Become well-versed in [our strategic plan](#) and its tactics and objectives, working on that strategic plan in partnership with the Rector, assisting clergy, members of the church staff, and the Vestry (i.e., the governing board composed of the Rector and elected parishioners)
- Manage the Parish Life Team within the church staff
- Convene the congregation’s Parish Life Council and Membership Council
- Additional related tasks at the direction of the Rector

ESSENTIAL JOB REQUIREMENTS

EDUCATION

- College degree preferred

EXPERIENCE

- Evidence of strong collaborative leadership
- Evidence of having worked with groups of diverse people
- Evidence of familiarity with and commitment to church communities
- Evidence of supervision of employees and/or volunteers
- Significant experience organizing and managing systems

SKILLS AND ABILITIES

- A welcoming, encouraging, and inclusive presence
- A passionate commitment to fostering a welcoming, encouraging, and inclusive environment that respects the dignity of every human being
- A passionate commitment to congregational life centered on the love of Jesus
- Highly developed social and interpersonal skills
- Creative/innovative thinker and storyteller
- Aptitude for enthusiastic engagement with the church community
- Ability to relate to and collaborate with individuals of diverse backgrounds and ages
- Team player with church staff colleagues and parish volunteers/leaders
- Aptitude for organization and attention to detail, with the ability to plan, implement, and evaluate programs effectively
- Exceptional verbal and written communication skills
- Ability to teach, train, motivate, and manage people
- Proficiency in the use of online meeting and collaboration tools such as Zoom
- Experience with managing and creating program budgets
- Understanding of the structure and Christian beliefs of the Episcopal Church
- Availability to work on Sundays, with a regular day off during the workweek to compensate for that, and flexibility in working hours to accommodate special worship services and congregational events

COMPENSATION

Competitive salary commensurate with experience and a comprehensive benefits package

APPLICATION

Anyone not already active within Palmer Memorial Episcopal Church is invited to email a resume and cover letter to the Rev'd Neil Alan Willard at nwillard@palmerchurch.org.