

## Discipleship & Evangelism Coordinator

Part-Time (15-20 hrs/week)

Reports to: Rector | Member of the Leadership Team

Location: Holy Spirit Episcopal Church, Waco, TX

### Mission

The Discipleship & Evangelism Coordinator invites all people into rich Christian discipleship by guiding them from first contact with Holy Spirit through vocational discernment. This role bridges marketing and ministry, overseeing the church's outreach efforts and cultivating clear, relational next steps for every person who engages with our parish in person or online. Like a sales manager in a business setting, the Coordinator ensures the "pipeline" of engagement is healthy – supporting the frontline work of clergy and ministry leaders by tracking movement, identifying opportunities, and ensuring no one falls through the cracks.

### About Holy Spirit

Holy Spirit Episcopal Church exists to become and share the Good News of Jesus Christ by building belonging in our community. We are a growing and welcoming congregation with a vision to be a parish of 200 active attenders by December 2026, serving our neighborhood with love and connection. Our discipleship pathway, based on the four-fold model of St. Bernard of Clairvaux, guides people from curiosity about Christ to a deep vocational life in Him.

We value being Honoring, Hospitable, Trustworthy, Growing, and Loving. Our target demographic is single parents within a 10-minute walk of the church who are disconnected from community.

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### Key Responsibilities

#### Marketing & Communications

- Maintain weekly announcements slide deck (Narthex & livestream)
- Create weekly bulletin inserts and church newsletter
- Maintain website (Tithe.ly) and interface with Church Candy (external marketing support)
- Manage social media accounts (Facebook, Instagram) using Outreach Social
- Coordinate the design and printing of church invitations and promotional materials

#### Guest Connection & Integration

- Prepare guest bags and signage for Sunday mornings
- Support clergy follow-up with first-, second-, and third-time guests (email, cards, scheduling coffees)
- Track guest engagement using Breeze CRM
- Work the front desk and phones during flexible hours (Tues–Fri)
- Support and refine the guest journey from curiosity to membership

#### Discipleship & Growth Pathway

- Maintain and monitor the "Learning to Love" pathway (aligned with membership milestones)
- Schedule clergy and ministry leader coffees at key transitions (regular attenders, members, aspirants)
- Schedule, host, and arrange new member and confirmation classes (with Rector or ministry leads)
- Help regular attenders connect to service and formation opportunities
- Support the development of a volunteer team for this ministry area

#### Vocational Discernment

- Support the launch of our new vocational discernment initiative
- Help identify and guide individuals ready for deeper exploration
- Coordinate attendance at diocesan Discovery Retreats
- Collaborate with clergy and mentors to develop a discernment support system

#### Team & Culture

- Participate in weekly Leadership Team staff meeting and Discipleship & Evangelism meetings
- Track and report key engagement metrics related to guest retention, membership growth, and discipleship progress
- Collaborate closely with the heads of Worship, Service, Spiritual Formation, and Giving & Administration

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### Qualifications & Qualities

#### Skills & Experience

- Experience in marketing, communications, or sales (nonprofit or ministry background a plus)
- Comfortable with CRMs (especially Breeze) and managing outreach funnels
- Strong writer and communicator with digital fluency (email, web, social media)
- Organized, systems-minded, and energized by tracking engagement and follow-up
- Comfortable with pastoral presence and representing the church warmly

#### Character & Culture Fit

- Deep alignment with Holy Spirit's mission and values
- Gets, wants, and has the capacity to fulfill the role.
- Curious, relational, and eager to invite others into growth
- Values hospitality, clarity, and follow-through

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#### Schedule & Compensation

- 15-20 hours/week
- Must be available at least two hours/day Tuesday–Friday
- This is a ministry role, so Sunday morning involvement is strongly encouraged
- Compensation based on experience and scope

To apply, submit a cover letter and resumé to Fr. Jason Ingalls at [jingalls@holyspiritwaco.com](mailto:jingalls@holyspiritwaco.com). The position will remain open until filled.

For questions about the role, call Fr. Jason at 254-772-1982.