

Parish Life Coordinator

Position Title: Parish Life Coordinator

Reports To: Rector

Employment Status: Full-Time Hourly Position (Approximately 40 hours/week)

Availability: Office hours (Monday - Thursday, 10 am - 3 pm), most Sundays, a few weeknights, and the monthly vestry meeting

Location: On-Site/In-Person

Position Summary:

Holy Trinity Episcopal Church is a vibrant parish located in the Haymount area of Fayetteville, NC. We are a large community of children, youth, and young families, as well as a welcoming and inclusive parish, both of which require strong operational leadership.

Holy Trinity Episcopal Church is seeking a Parish Life Coordinator to coordinate children's and youth ministries and parish administration. The Parish Life Coordinator must be equally passionate about forming the next generation in faith and about keeping the parish's operational life running with excellence and hospitality. The Coordinator will have the freedom and support to implement and execute youth programming and administrative responsibilities. The Coordinator does not need to be an Episcopalian but should demonstrate an interest in learning about the Episcopal/Anglican tradition and in helping to form children and youth in that tradition, while also supporting the wider parish community.

Required Skills, Qualifications & Interests:

- Awareness of the presence of the Risen Christ among us and commitment to a life of prayer.
- Familiarity with and appreciation for Episcopal liturgy and tradition.
- Knowledge of the principles and practice of childhood and adolescent development.
- The ability to maintain confidentiality and boundaries.
- Strong written and verbal communication skills, with competency in electronic and social media.
- Proven leadership and administrative abilities, with strong organizational skills and attention to detail.
- Strong interpersonal skills and an ability to establish and maintain healthy working relationships with staff, volunteers, parishioners, families, and outside groups.
- Proficiency with or ability to learn Google Workspace, Canva, Realm, and Realm Accounting (parish database platforms).
- Commitment to promote a welcoming and respectful environment.
- At least two years of experience in youth ministry and/or administrative roles preferred.

Children's and Youth Ministries Responsibilities:

- Develop an overarching plan and calendar for Children's and Youth Ministries.
- Provide formation opportunities for all children and youth during Sunday school hours (10:15-11:15 am each week) and throughout the week.
- Recruit and coordinate adult volunteers to assist at all children's and youth ministry events.
- Schedule church nursery staff.
- Assist the rector with preparing youth for Confirmation.

- Partner with the wider diocesan community and assist the children and youth of Holy Trinity in participating in diocesan youth activities, such as New Beginnings and Happening.
- Cultivate a visible and supportive presence at Holy Trinity.
- Assist the rector in planning and leading future youth mission trips or pilgrimages.

Parish Administration Responsibilities:

- Serve as the primary point of contact for the parish office, managing day-to-day communications via phone, email, and in-person inquiries.
- Produce the weekly bulletin and parish newsletter, coordinating content with the rector, music minister, and other ministry leaders.
- Maintain the parish database, ensuring accurate records for membership, attendance, and giving.
- Process accounts payable, payroll, and monthly financial reporting
- Process weekly financial deposits and maintain accurate records in coordination with the parish treasurer.
- Manage the parish calendar, coordinating scheduling for worship, programs, meetings, and facility use.
- Serve as the primary liaison to outside groups and facility renters.
- Support volunteer recruitment and coordination in partnership with ministry leaders and the rector.
- In the absence of a clerk, attend monthly vestry meetings, serving as the Clerk of the Vestry.

Shared Responsibilities:

- Be active in the life and worship of Holy Trinity Episcopal Church.
- Ability to work in both an active ministry environment and a professional office setting.
- Ability to interpret the experiences and needs of young people in the wider parish and to empower children and youth to participate in that process.
- Ability to manage multiple priorities and exercise discretion across both ministry and administrative contexts.
- Ensure safety and security in children's and youth ministry settings.
- Capacity to represent Holy Trinity with warmth and professionalism in all contexts.
- Special projects and duties as assigned by the rector.

Special Requirements:

This position requires completion of the Sexual Abuse Prevention and Safe Church online training mandated by the National Episcopal Church, as well as a satisfactory background check and a soft credit check.

How to Apply:

Please submit a resume and cover letter to The Rev. Nancee Cekuta, Rector at nanc@holytrinityfay.org