

JOB POSTING: Director of Parish Life, St. Peter's Episcopal Church, Lake Mary, Florida

St. Peter's is seeking a well qualified candidate for an executive level staff position responsible for the coordination of people and programs within the five commissions of the Church.

JOB DESCRIPTION:

1. Serves as the executive staff director for all programs related to the Five Commissions found in the mission statement: Worship, Fellowship, Discipleship, Ministry and Mission. The Director of Parish Life will serve and work with volunteer chairs of the five commissions by:
 - Maintaining the organizational systems including volunteer staffing structures, program calendars, project planning, channels of communication, policies and procedures, training and volunteer management.
 - Developing and maintaining the database infrastructure to coordinate visitor information, membership information and volunteer coordination.
 - Overseeing and being accountable for the annual budget related to the five commissions.
2. Oversees all internal and external communications for St. Peter's and all of its programs. The successful candidate will work with the Director of Communications to maintain a communications calendar for the parish.
3. Supervises all employees related to the Parish Life Department including the Director of Communications and the Parish Secretary/Receptionist
4. Provides support to the Director of Operations as needed for Human Resources related policies and procedures and revisions to the Employee Handbook.

PREFERRED QUALIFICATIONS:

- A loving and joy-filled Christian with a servant's heart
- Exceptional leadership skills and experience
- Strong administrative or management experience in human resources or talent development
- Strong public speaking, verbal and written communication skills
- Basic knowledge of effective internal and external communications methods and theory
- Strong computer skills with proficiency in Microsoft Office and contact management databases
- Comprehension of the use and application of information technology resources such as internet, email, website, voice mail, and computer networks
- Solid understanding of financial reports and budgeting

Reports to: Rector, The Rev. Charles Holt

Vision: The Church on the Hill: Captivating the Heart of the World with the Glory of God.

Mission Statement: St. Peter's Episcopal Church is called by God to experience and share the joy and love of Jesus Christ through Worship, Fellowship, Discipleship, Ministry and Mission.