# JOB DESCRIPTION

CHRIST CHURCH
EPISCOPAL

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| Job Title: | Parish Life Coordinator |
| Hours: | 40 Hours per Week |
| Primary Job Location: | Christ Church Episcopal, Greenville, South Carolina |
| Date Revised: | October 2026 |

## Ministry Summary

Consistent with all other positions at Christ Church, the goal of this position is to "Embrace, Equip, and Empower Apostles to Serve Jesus Christ."

The Parish Life Coordinator will focus on the administration and coordination of the various ministries of Parish Life, including but not limited to: women's and men's ministry, young adults, basketball, engagement, welcoming, adult formation, and parish-wide events. As a part of the Parish Life team, the Coordinator will work with the Director of Engagement and Director of Welcoming to ensure a smooth process as people move from new members to engaged members of Christ Church. The Coordinator will work closely with the Director of Marketing and Communications to ensure timely and substantive marketing of upcoming programs.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on continuous improvement. Office hours will generally be Monday-Friday, 8:30-4:30pm; if Sundays or evenings are required, the weekday schedule can be adjusted.

## Essential Job Functions and Primary Responsibilities-

- In collaboration with the Parish Life team, the Parish Life Coordinator will recruit, schedule, and communicate with leaders and/or volunteers to provide Adult Sunday School, Bible Studies, Small Groups, Men's and Women's Ministry events, event support for church basketball, and other -events that arise within the Parish Life team
- Plan and execute parish wide events in collaboration with other staff, such as the Oyster Roast and the Palm Sunday Picnic.
- Develop appropriate relationships with parishioners, integrating them into the ministries of the parish, while providing and connecting them to other departments as needed.
- Maintain accurate information in OneChurch church management system of participating parishioners/guests and their contact information
- Perform other duties as assigned by the rector or their designee.

*The Parish Life Coordinator's duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.*

## Reporting Relationships

This position reports to the Associate Rector for Parish Life and Formation.

## Other Key Relationships

Rector, Parish Life team, Church Staff, Vestry, Parishioners

**Required Competencies**

- Must be a practicing Episcopalian
- Computer literate with knowledge of MS Office and the ability to learn new software quickly
- Must pass background/drug/motor vehicle screening
- Must have completed Safeguarding God's People training within the last 3 years or complete it within 6 months of hire date

**Required Minimum Education and Experience**

- Bachelor's Degree or equivalent degree/certification
- Experience in event planning, team leadership, and/or non-profit program management
- Experience with administration/coordination

**Personal Qualities**

- Lives out their faith and actively seeks growth opportunities
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Lives into the Church's Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to task completion
- High comfort level working in a fluid environment
- Creatively envisions new ministries and new possibilities for existing ministries
- Seeks continuous improvement of self and the ministry
- Able to work flexible hours, including evenings and weekends

*To apply for a position, send resume and cover letter to* rcuddy@ccgsc.org. *For additional information, please call the Parish House at 864.271.8773.*