

Christ Episcopal Church
New Bern, NC
Position Description

Position Title

The title for this position shall be: **Director of Church Life**

FLSA Status

The **Director of Church Life** shall be an exempt (salaried) position.

Position Status

The **Director of Church Life** shall be a full-time position. The person shall work 40 hours per week.

Reporting Relationship

The position shall report to and receive direct supervision from the Rector of Christ Episcopal Church. Direct supervision shall include determining and scheduling hours of work.

Position Summary

The **Director of Church Life** is a senior staff position at Christ Episcopal Church. Founded in 1715, Christ Episcopal Church is a vibrant parish in downtown New Bern, NC. The Parish has a staff of 10 (5 full-time, 5 part-time), averages roughly 335 Sunday attendees, and has a budget of \$900K.

The Director of Church Life works to ensure the accuracy of Parish databases, calendars, and commitments, thereby facilitating optimal decision-making and planning for the Parish. S/he will also assist the Communications Manager in targeting parishioner and non-parishioner communications and often be the first person that parishioners and visitors meet when communicating with or visiting the church. The Director of Church Life will have oversight of rental spaces in the Church and the contracts thereof.

S/he shall have direct oversight of staffing the front desk (paid and/or volunteer), the Financial Assistant, and custodial staff. The Director of Church Life will serve as back-up to the receptionist in answering incoming telephone lines, directing to proper persons, giving out information, plus meeting public in the reception area.

Duties and Responsibilities

- Purchasing
- Tracking PTO of staff
- Letters of Transfer
- Database management (www.churchwindows.com)
- Quarterly Scheduling of Liturgical Participants (through www.SignUpGenius.com)
- Maintaining & updating user manuals for all operations.
- Ensuring daily pickup of mail from Post Office Box.

- **Calendar & Event Management**
 - Interface with parishioners for meeting spaces, event coordination, and event scheduling
 - Maintain calendar on database (Church Windows) and online (Google Calendar)

- **Buildings & Grounds Management**
 - Harrison Center Rentals
 - HVAC/Climate Control
 - Keys/Access/Security
 - Interface directly with B&G Vestry Representative for
 - Interior & exterior maintenance oversight
 - Grounds care

- **Diocesan Office Interface**
 - Lay Licensing
 - Insurance
 - Parochial Report

- **Funeral—Over sight of communication to appropriate church members**
 - Altar Guild
 - Grave Site Team
 - Reception Committee
 - Eucharistic Ministers

- **Weddings – Over sight of communication to appropriate church members**
 - Altar Guild
 - Wedding Coordinator
 - Acolyte
 - Wedding Party

- The **Director of Church Life** may from time to time be asked by the Rector to take on other duties.

Qualifications

- Ability to prioritize and complete tasks with numerous interruptions throughout the day
- Ability to maintain confidentiality
- Welcoming and joy-filled demeanor
- Purchasing and procurement experience
- Excellent communications and supervisory skills
- Capable of carrying heavy loads (boxes of paper, folding chairs, etc)
- College degree preferred
- Non-profit experience desirable

Working Conditions & Benefits

The **Director of Church Life** shall perform assigned duties and responsibilities in a private office.

Benefits & Compensation

Salary commiserate with experience. Paid vacation, pension, and health insurance included.

Effective Date of Position

The **Director of Church Life** position will be available on February 12, 2018.

How to Apply

Send your expression of interest/resume to the jobs@christchurchnewbern.com, or by mail to PO Box 1246, New Bern, NC 28563, Attn: Church Life Director. Expression of interest will be received until the right candidate is identified.

Christ Episcopal Church is an Equal Opportunity Employer.