



Episcopal Church  
in Minnesota

**Sample Job Descriptions**

*The job descriptions provided are samples only. They should be adapted to individual faith communities.*

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# Administrative Assistant

Status: Nonexempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

The Administrative Assistant provides office services for members of the parish staff, various committees, boards, and volunteers

## Essential Duties and Areas of Responsibility:

- Functions as staff assistant to the Priest and other designated staff in planning, coordinating and implementing administrative services, projects and events.
- Uses word processing, spreadsheet and database programs
- Composes non-routine correspondence.
- Prepares and maintains parish records and highly confidential and sensitive reports.
- Analyzes and interprets data, develops and prepares reports.
- May assist in the preparation and monitoring of budget.
- Answers requests which require knowledge of parish policies.
- Attends and participates in staff meetings.

## Qualifications

### Experience, Education and Skills:

- College degree or equivalent experience preferred
- Intermediate MS Office skills, including MS Word, Excel and PowerPoint
- Significant experience in administrative support
- Ability to manage, organize, and handle details accurately and confidentially

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Administrative / Office Manager

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

The Administrative Manager supports the Vestry's and Priest's responsibilities to the congregation. The person in this position is a steward of the financial, personnel, administrative and physical resources of the parish. This position requires frequent evenings and/or weekend work and an unpredictable schedule. Administers parish budget of \$\_\_\_\_\_.

## Essential Duties and Areas of Responsibility:

- Financial Responsibilities
  - Maintains accuracy of all financial files and records.
  - Establishes a responsible cash flow management system.
  - Prepares, administers and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Vestry.
- Personnel Responsibilities
  - Administers salaries, benefits and evaluation programs.
  - Supervises parish secretary, clerical aides, financial staff and maintenance staff.
  - Participates in hiring and termination policies in collaboration with the Priest.
- Administrative Responsibilities
  - Directs the management of the parish office and records.
  - Coordinates church liability, property and workers' compensation insurance
  - Attends all staff, committee and Vestry meetings, as necessary.
- Facilities Responsibilities
  - Supervises any major construction, improvement or repair.
  - Solicits and reviews bids and quotes and negotiates contracts.
  - Establishes and monitors preventive maintenance programs for all properties.
  - Maintains security of property (key files, etc.)

## Experience, Education and Skills:

- College degree in relevant field and knowledge of accounting principles and practices.
- Prior supervisory or management experience preferred with strong communication skills.
- Good organizational and record-keeping skills with ability to maintain confidentiality.

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## **Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Adult Education Coordinator

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

Provides leadership in the design and implementation of educational experiences for adults and establishes a congregational climate that nurtures the development of mature Christian faith within the adult community. Entails frequent evening and weekend work. The Adult Education Coordinator works with a budget of \$\_\_\_\_\_.

## Essential Duties and Areas of Responsibility:

- Collaborates with parish staff in creating a climate that fosters Adult Christian faith.
- Articulates a comprehensive vision of adult learning for parishioners at all stages in the adult life cycle.
- Develops, designs and implements need-based religious education experiences for all adults of the congregation.
- Integrates current trends, theories and practices in programs.
- Develops program goals and strategies that are consistent with parish philosophies.
- Coordinates the recruitment of speakers.
- Acquisition of books, media, speakers and other resources for adults.
- Actively seeks input from members of the congregation with reference to learning needs. Works with existing parish groups in developing programs.
- Develops and monitors an Adult Religious Education budget.
- Coordinates logistics (space, refreshments, etc.) for adult programming

## Experience, Education and Skills:

- Bachelor's degree in theology/religious education or a related field
- Solid grounding in Episcopal Church traditions and teaching experience in an Episcopal congregation.
- 2 + years developing and implementing adult learning opportunities.
- Demonstrated capabilities in adult faith development, adult learning theory and practices, program planning and coordination.
- Excellent communication and relationship skills.
- Strong administrative abilities and attention to detail.

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

## Choir Director

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This may be a subcontracted service as decided by individual parishes. If subcontracted, an independent contractor agreement, rather than position description, should be used.*

### Summary of Position

Performs all duties/functions relevant to the parish music program as concerns the traditional, contemporary, youth, gospel, folk or other choir music programs; works to coordinate all aspects of music for worship services of the congregation through the Worship Committee and other staff music ministers for the traditional choir and the congregation. Consults with the Priest as necessary in carrying out these duties for the smooth functioning of relevant parish activities.

### Essential Duties and Areas of Responsibility:

- Plans/implements all aspects of the music for the traditional, contemporary, youth, gospel, folk and other choirs in the liturgical services and other parish activities.
- Conducts the Sunday choir.
- Encourages and empowers ensemble members to recruit new members.
- Handles organizational matters.
- Plans music, procures sufficient music copies as needed for choir and congregation.
- Conducts rehearsals and liturgies as designated for assigned choir(s) activities; arranges for substitute when unable to be present.
- Works with the Organist (and other instrumentalists) for worship services and other special occasions, planning music and arrangements, directing duties and functions concerning same.
- Serves on congregation's Worship Committee to work in planning details of liturgical celebrations and special occasions in the parish, assisting in preparation and implementation of same.
- Helps to develop the annual budget for the parish music program as part of the Worship Committee budget.
- Purchases -- upon approval -- and manages all printed music materials, library holdings for assigned choir(s) and congregation as needed.
- Helps to develop a master plan for long-range direction of parish liturgy/music program.
- Helps coordinate and plan the music for special services and functions in the church, working in consultation with the Priest and other music staff personnel as requested (especially when two or more choirs are singing at the same service).
- Works cooperatively with music/choir directors of other parishes in planning, participation in and/or implementing special diocesan music programs, presentations or functions as indicated/as requested by the Priest or the Bishop.
- Keeps current in regard to trends and directions of church music in the Episcopal Church to assure music used in service and special activities is appropriate and in accordance with church tradition and current practices of the church.
- Works cooperatively with congregation's staff as well as with the Music Director and Worship Committee and maintains Christian attitude/behavior in dealings with all clergy,

parish members and the community in general, as a representative of an Episcopal congregation.

## **Qualifications**

### **Experience, Education and Skills:**

- A bachelor's degree with experience in choral organizations and administration preferred.
- Significant experience in administration.
- Ability to manage, organize, and handle details accurately.
- Experience in directing and conducting church music, preferably in an Episcopal congregation.
- Knowledge of choir's role in liturgical services of the Episcopal Church preferred.
- Experience as a team member in working with plans and development of church music programs helpful.

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## **Acknowledgement**

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Manager Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

# Custodian

Status: Nonexempt

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary of Position

The Custodian provides janitorial services, and provides set-up and cleaning services for evening or weekend activities in the congregation's facilities. This position requires frequent evening and/or weekend hours as well as frequent lifting, standing for long periods, and exposure to climate changes and temperatures.

## Essential Duties and Areas of Responsibility:

- Maintains a clean, safe and orderly facility
- Cleans classrooms, hallways, restrooms, meeting rooms, drinking fountains, offices, cafeteria, etc. on a daily basis.
- Ensures rooms are stocked with adequate supplies (paper products, soap, etc.)
- Performs light maintenance.
- Inspects and cleans walls and floors for markings, if necessary.
- Checks outside buildings for damage, litter and/or conditions of general deteriorations.
- May assist grounds persons on an "as needed" basis.
- Performs scheduled monthly, semiannual, or annual janitorial duties—i.e., floor waxing, painting, windows washing, carpet cleaning, etc.—as directed by Maintenance Supervisor in accordance with the parish maintenance schedule.
- Provides set-up and cleaning of facilities for evening or weekend activities

## Qualifications

- General knowledge of janitorial supplies and their applications.
- Ability to perform outlined tasks with minimal supervision.
- Self-motivated and attention to detail.
- Some experience preferred.
- Ability to work nights and weekend hours.

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Day Care Coordinator

Status: Nonexempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

The Day Care Coordinator is responsible for day care program planning and implementation, program-to-parent liaison, and supervision of one or more day care teachers and/or aides.

## Essential Duties and Areas of Responsibility:

- Develops educational/recreational activities appropriate to the age level of each child in day care.
- Interviews and recommends hiring of teaching and service staff.
- Confers with parents regarding facility activities, policies and enrollment procedures.
- Confers with teachers and/or aides regarding child's behavioral or learning problems and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
- Reviews and evaluates facility activities to ensure conformance to state and local regulations.
- Reviews and approves menu plans and food purchases.
- Arranges medical attention for ill or injured children in accordance with parental instructions.
- Oversees implementation of daily plans.
- Oversees and/or prepares meals/snacks.
- Handles acquisition and maintenance of day care equipment and materials.
- Performs classroom teaching duties as appropriate.
- Oversees and/or performs maintenance of all day care records according to applicable codes.

## Qualifications

### Experience, Education and Skills:

- Bachelor's degree—must include 15 hours in early childhood education, child development, special education, elementary education or human services.
- Significant experience in administration
- Ability to manage, organize, and handle details accurately
- Experience in process improvement
- Active member of an Episcopal congregation. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Episcopal Church.)
- A medical appraisal by a licensed physician (within three months prior to first day of work).
- In accord with the policy of the Diocese of Maryland, must be aware of the Code of Conduct for Protection of Children and Youth.
- Must successfully pass the background checks spelled out in the Code of Conduct.

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_



## Director for Christian Education

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

### Summary of Position:

The Director for Christian Education (DCE) designs, develops, directs and evaluates a total congregational education program and provides leadership to assist the congregation in building a solid foundation for Christian living, spirituality, ministry and outreach. The DCE supervises the volunteer staff of teachers and assistants. The Director for Christian Education is responsible for a budget of \$\_\_\_\_\_.

### Essential Duties and Areas of Responsibility:

- Designs Christian education programs which support lifelong learning and conform to the teachings of the Episcopal Church, parish needs, and contemporary culture.
- Conducts needs assessments in the congregation.
- Integrates insights from current Christian education literature into program planning.
- Develops goals, objectives and strategies for the total religious education program.
- Articulates a vision/direction for the congregation's Christian education program.
- Develops a coordinated approach toward total parish religious education; i.e., faith development through Christian education on all levels.
- Designs educational programs which meet the needs of the congregation.
- Recruits, trains, supervises and evaluates teachers and assistants.
- Maintains relationship with Priest, other staff members, Education Committee, confirmation staff, and diocesan Christian education committees.
- Is responsible for the maintenance of the parish library.
- Directs the implementation and on-going management of the congregation's total Christian education program.
- Identifies and enables leadership within the congregation to take responsibility for program components.
- Adjusts program components (space, time, materials, human and physical resources) as needed.
- Creates and monitors a budget for the operation of programs.
- Obtains resources (audiovisual, textbooks, library, musical) which complement the religious education efforts in the congregation.
- Communicates with participants, parents, and the congregation at large to keep them informed of Christian education efforts.
- Evaluates the Christian education programs of the congregation in relation to the goals, objectives and strategies.
- Conducts program evaluation at all levels.
- Collates evaluation information and gives feedback to appropriate groups or persons.
- Adjusts Christian education programs in relation to congregational feedback and current professional literature.
- Meets with Priest to elicit further information regarding evaluation and future planning.

### Qualifications

**Experience, Education and Skills:**

- College degree or equivalent experience preferred
- Intermediate level proficiency in MS Office products
- Significant experience in administration
- Ability to manage, organize, and handle details accurately and confidentially

**ADDENDUM**

The following is a list of programs for which a Director for Christian Education could be responsible. Depending on the size of the parish, no single individual could be expected to administrate all of these programs.

- Elementary education
- High school/youth religious education program
- Parochial school
- Early childhood programs
- First communion program
- Vacation Bible School
- Adult education program
- Confirmation ministry program

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**Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Groundskeeper

Status: Nonexempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This may be a subcontracted service as decided by individual parishes. If subcontracted, an independent contractor agreement, rather than position description, should be used.*

## Summary of Position:

The Groundskeeper provides a variety of services such as gardening, basic mechanical repair, and general maintenance. Works with machinery requiring considerable caution and may be exposed to climate changes, uncomfortable temperatures and fumes.

## Essential Duties and Areas of Responsibility

- Provides grounds equipment repair and preventive maintenance.
- Cuts grass and does general gardening services.
- Provides janitorial support services to staff.
- Provides snow removal services for all church properties.
- Provides administrative direction to related volunteers; may supervise congregational work crews for special projects.

## Qualifications

### Experience, Education and Skills:

- Experience grounds equipment operation
- Ability to manage, organize, and handle details accurately
- Mechanical aptitude and skill required for equipment repairs
- Self-motivated and prompt in performing tasks.

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Maintenance Supervisor

Status: Nonexempt

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary of Position

The Maintenance Supervisor oversees and supervises all aspects of maintenance in a safe and effective manner. Supervises Groundskeeper and Custodian. Requires evening and weekend work. Exposure to climate change, uncomfortable temperatures and fumes; work with machinery and equipment requiring considerable caution; frequent lifting and standing. This position requires frequent lifting, standing for long periods, and exposure to climate changes and temperatures.

## Essential Duties and Areas of Responsibility:

- Manage staff and daily activities.
  - Instructs and monitors custodial, grounds and maintenance staff.
  - Directs set-up and cleaning of facilities for evening or weekend activities
- Maintains buildings and equipment to provide effective operations.
  - Performs routine repairs and obtains necessary certification if required.
  - Works with Property Committee and supervises contractor activity.
  - Maintains a cost-effective inventory of supplies within budgetary guidelines.
- Safety
  - Maintains open file of emergency systems.
  - Accompanies all inspectors (fire, health, insurance, EPA, etc.) on rounds.

## Qualifications

- Previous maintenance, custodial and/or facilities experience
- Strong mechanical aptitude and repair experience
- Ability to schedule, organize and manage projects and staff
- Prior supervisory experience desirable
- Boiler certification desirable.
- Ability to work nights and weekend hours.

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## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

**Position:** Music Director

**Status:** Exempt

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This may be a subcontracted service as decided by individual parishes. If subcontracted, an independent contractor agreement, rather than position description, should be used.*

### **Summary of Position:**

Plans and coordinates the music program in order to facilitate the full and active participation of the congregation in the liturgical life of the Episcopal Church.

### **Essential Duties and Areas of Responsibility**

- Participates in the planning and preparation of liturgical celebrations (worship services, funerals, weddings, etc.)
- Selects and prepares music for all liturgies.
- Schedules ensembles and soloists for congregational worship.
- Obtains, prepares and maintains the music for liturgies.
- Leads the music for funeral liturgies.
- Selects music in conjunction with members of the congregation
- Consults, plans and plays organ for weddings on a fee-for-service basis.
- Organizes the congregation's music groups and musicians and schedules rehearsals in order to provide direction and training.
- Holds weekly rehearsals for and directs musical groups, including Gospel Choir, Sanctuary Choir, Youth Choir, etc..
- Oversees rehearsals which are held during the months of September through the Feast of Pentecost. Choirs meet once a month during July and August.
- Selects and trains all choir members and soloists/cantors.
- Maintains own professional competence through regular music practice.
- Establishes and maintains contact with resources both within as well as outside the parish musical and liturgical community to facilitate the growth of new ideas.
- Attends staff and worship committee meetings.
- Prepares annual budget for area of responsibility and administers the expenditures of approved items.
- Performs other duties and assumes other responsibilities as mutually agreed upon with supervisor.
- Arranges for the repair and tuning of the church's keyboard instruments.

### **Qualifications**

#### **Experience, Education and Skills:**

- A Bachelor's or Master's degree in Music preferred
- Experience in administration and management of musicians
- High degree of proficiency in use of the organ and a working knowledge of other instruments.

- Knowledge and appreciation of liturgical arts and practices, especially in the Episcopal Church.
- High degree of proficiency in directing and supporting congregational music.
- Ability to manage, organize, and handle details accurately.

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**Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Nursery Director

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

Directs activities of the parish's nursery department to ensure the physical and spiritual well-being of our children by performing the following duties.

## Essential Duties and Areas of Responsibility

- Directly supervises the volunteer nursery room coordinator(s).
- Recruit, train, schedule and oversee all nursery room coordinators and workers.
- Organize the nurseries and ensure their cleanliness and safety.
- Develop, post and enforce nursery policies.
- Purchase and maintain an adequate inventory of supplies; i.e., snacks, drinks, diapers, wipes, etc. and ensure that nursery rooms are well stocked at all times.
- Routinely inspect nursery equipment and toys. Purchase and discard new items as necessary.
- Launder sheets, toys, blankets, etc. as necessary.
- Keep a current list of nursery caregivers with names/addresses/phone numbers.
- Meet regularly with nursery room coordinators to address concerns, answer questions and keep them abreast of happenings affecting their ministry.
- Keep ongoing record of attendance, both of workers and children, and relay that information to coordinators.
- Prepare name badges and labels and create signs for the nurseries.
- Provide nursery care for special events or meetings.
- Participate in yearly Ministry Fair and Youth Sunday.
- Coordinate meals for new mothers.
- Call or visit new mothers.
- Purchase gifts/cards for new babies and for Dedications.
- Participate in Celebrate Life events honoring new mothers and their babies.
- Oversee budget and expenditures for the nursery ministry.
- Prepare and submit annual nursery budget to supervisor for approval.

## QUALIFICATIONS

### Experience, Education and Skills:

- College degree or equivalent experience preferred
- Significant experience managing a nursery or daycare
- Staff supervision Experience
- Experience in administration
- Ability to manage, organize, and handle details accurately

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### **Acknowledgement**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

## Office Helper

Status: Nonexempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

### Summary of Position:

Responsible for aiding and supporting the delivery of services and programs by providing a variety of routine clerical services.

### Essential Duties and Areas of Responsibility:

- Answers incoming calls and forwards appropriately.
- Receives visitors.
- Prepares labels and envelopes for mailings.
- Assists with photocopying or duplicating of materials as requested.
- Assists with preparation of meeting rooms.
- Picks up and delivers staff mail.
- Assists with maintenance of files.
- Performs entry of data into computer files.
- May order office supplies as requested.
- May issue receipts for revenue.
- Assists bookkeeper as needed.

### Experience, Education and Skills:

- High school diploma or equivalent skills and experience
- Experience in administration
- Ability to manage, organize, and handle details accurately and confidentially.
- Office, secretarial and word processing experience desirable.
- Typing at a rate of 40 wpm.
- Ability to operate word processing equipment.
- Ability to relate well with people by phone or in person.

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### Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

## Organist

Status: Exempt



Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: This may be a subcontracted service as decided by individual parishes. If subcontracted, an independent contractor agreement, rather than position description, should be used.*

**Summary of Position:**

The organist leads the congregation in singing at various liturgies in accord with Episcopal tradition. Facility with traditional and contemporary music is essential.

**Essential Duties and Areas of Responsibility:**

- Accompanies weekly rehearsals of parish choir(s); accompanies extra rehearsals of choir(s) in preparation for Easter (up to three) and Christmas (up to three).
- Accompanies the Hand bell Choir when it ministers at liturgies.
- Provides prelude music, beginning five minutes before liturgies (ten minutes before if there is to be a rehearsal with the congregation beforehand.)
- The organist attends five minutes before prelude for consultation.
- Assists Director of Music in securing instrumentalists when needed.
- Assists Director of Music in the maintenance of parish instruments.
- Continuously updates professional and liturgical education through reading, workshops, conferences, private study, etc.
- The organist is available for ministry at weddings, if so desired \*\*
- The organist is available for wedding consultation meeting with engaged couples and/or soloists(s) if requested.

\*\* Stipend is headed by Director of Music in consultation with the Organist.

**Experience, Education and Skills:**

- Active member of a Episcopal congregation. (may be satisfied by a person who has knowledge of and is compatible with the mission of the Episcopal Church.)
- Ability to play by sight.
- Ability to sing with accurate pitch and rhythm.
- Enthusiastic willingness to work with people.
- Knowledge of Episcopal liturgy and music resources and familiarity with lectionary.
- Ability to manage, organize, and handle details

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**Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Receptionist

Status: Nonexempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

**Summary of Position:**

The Receptionist welcomes and greets people who come into or telephone the parish office.

**Essential Duties and Areas of Responsibility:**

- Welcomes and greets people who come into the parish office.
- Answers phones, takes messages and/or refers callers to appropriate person.
- Registers new congregational members.
- Assists with copy work and trains others how to use office/clerical equipment.
- Provides typing services, handles general correspondence and clerical support.

**Experience, Education and Skills:**

- College degree or equivalent experience preferred
- Significant experience in administration
- Ability to manage, organize, and handle details accurately
- Experience in process improvement
- Good interpersonal communication skills (verbal and written).
- Experience working with the general public.
- Ability to maintain confidentiality in all matters.
- Good typing skills.
- Basic knowledge of how a parish office operates.

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**Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

# Volunteer Coordinator

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

## Summary of Position:

Responsible for organizing and directing efforts to involve volunteer in parish programs and services. Maintains communication between staff, committees and volunteers to ensure the best possible match between organizational needs and volunteer capabilities. The Volunteer Coordinator is responsible for a budget of \$\_\_\_\_\_.

## Essential Duties and Areas of Responsibility:

- Promotes understanding of and commitment to volunteer ministry/lay ministry.
- Plans and organizes the ministry for volunteers in collaboration with congregational leaders.
- Assists in writing descriptions of existing and new volunteer opportunities.
- Responsible for identifying ways to encourage participation by the uninvolved.
- Responsible for organizing, coordinating and supervising the parish-wide organizations which are not coordinated/assisted by a specific staff person.
- Directs the matching of people with skills and interest to volunteer tasks.
- Coordinates meetings with parishioners and specific ministry directors, as needed to help match skills, interests and the needs of the congregation.
- Provides for volunteer training and orientation.
- Develops, recommends and administers budget allocated for volunteer program.
- May be responsible for coordinating special celebrations with appropriate staff members, congregational organizations and volunteer teams.
- Works closely with other congregational committees. May chair one or more committees.

## Experience, Education and Skills:

- College degree or equivalent experience preferred
- Ability to manage, organize, and handle details, projects and volunteers
- Ability to work within congregational structures and policies.
- Organization and communication skills.
- Ability to empower and motivate others.
- Experience directing a volunteer program.
- Experience supervising regular staff and volunteers desirable

*Note: The above statement reflects the qualifications, duties and/or responsibilities necessary to describe the position in general terms and cannot possibly set forth every task and expectation of the position. The Episcopal Church in Minnesota seeks to challenge every team member to fully utilize their gifts for service as individuals, and to achieve synergies as a team.*

## Acknowledgement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

## Youth Ministry Coordinator

Status: Exempt

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

### Summary of Position:

The Youth Ministry Coordinator provides primary leadership for developing and implementing a congregation-based ministry with youth. Reaches out to all youth in the community, provides for education, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations. This position requires frequent evening, weekend and overnight programs. Responsible for youth ministry budget of \$\_\_\_\_\_.

### Essential Duties and Areas of Responsibility:

1. Develops and administers programs for youth.
  - Gathers data on the needs, interests, attitudes and beliefs of junior high and senior high youth.
  - Oversees programs and experiences based on seven components of youth ministry (creating community, understanding, education, communications, empowerment, spirituality, service).
  - Maintains effective means for publicizing and promoting programs and experiences.
  - Facilitates the development of healthy relationships between
    - Adults and youth.
    - The young person and one's inner self.
    - The young person and God.
  - Initiates procedures for evaluating all aspects of the parish's ministry with youth.
  - Establishes and maintains budget approved by the Vestry.
  - Maintains necessary office and program records.
  - Submits periodic reports to the Priest detailing programs in youth ministry.
  
2. Recruits and trains youth leaders.
  - Directs recruitment, coordination, evaluation and spiritual development of volunteers (adult leaders).
  - Assists in coordinating participation in diocese and church-wide sponsored events.
  - Defines the responsibilities of each adult leader.
  - Makes special efforts to gain the endorsement, support and involvement of all adults, especially parents and other congregational organizations.
  
3. Serves as a liaison between the youth ministry, the congregation, and the synod.
  - Keeps the congregation informed of the youth ministry programs, goals and experiences.
  - Communicates and coordinates with other congregational and diocesan organizations.

- Participates in Vestry (ex officio) and annual meetings to ensure greater participation of youth in parish life.
- Keeps informed of development directed toward improving youth ministry through reading of current books and journals, and attendance at diocesan and national conferences.
- Networks with community agencies and resources which interface and serve the needs of youth.

**Experience, Education and Skills:**

- Ability to share the Episcopal faith with young people.
- Excellent listening skills.
- Group processing and facilitation skills.
- Organizational skills: time management, delegation, long-range planning, financial management and budgeting.
- Volunteer management skills; recruiting, training and supporting.
- Ability to relate with empathy and build trust with teenagers in groups and individually.
- Ability to work collaboratively with Priest, Vestry, parents and youth.
- Self-motivated; must be able to function without direct supervision.
- Knowledge of adolescent spiritual and personal development, youth culture and sociology.
- Experience in teaching and/or counseling helpful.
- Active member of an Episcopal congregation.

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**Acknowledgement**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_