

Title:	Parish Coordinator
Reports to:	The Dean of the Cathedral Church of St. Paul (in the absence of the Dean: the Wardens or their designee)
Classification:	Non-Exempt
Status:	Half-time / 20 hours per week

Summary Description

The Parish Coordinator performs a wide range of tasks (some daily, weekly, seasonally, and variably) to ensure that the Dean of the Cathedral and staff are supported at a level consistent with conventional standards of excellence. Religious affiliation is not required, although a sense of spiritual hospitality is expected. These tasks include, but are not limited to:

- ❖ Answer phone calls and respond to general mailbox emails for the cathedral parish, capturing salient information and handling or forwarding appropriately.
- ❖ Ensure all dealings with staff, parishioners, and guests are professional and discreet, and confidential as appropriate.
- ❖ Maintain the database system (currently ACS) for congregants including transfers in and out, births, deaths, and new additions.
- ❖ Maintain the Parish Register for weddings, funerals, confirmations, and baptisms.
- ❖ Maintain the parish event calendar to monitor and ensure smooth running of parish activities, including coordination with the Chapter Director of Operations and Communications Coordinator on services, meetings, cancellations, and other events.
- ❖ Coordinate information in a timely manner with the Communications Coordinator for inclusion in print and e-communications, including services, announcements, and upcoming events.
- ❖ Prepare correspondence for the Dean's, or appropriate staff, signature including donation thank you letters, and other communications as assigned.
- ❖ Assist the Financial Administrator with processing of offerings and collections from weekly services and other occasions.
- ❖ Handle, distribute, and open mail appropriately. Maintain the staff phone/extension lists. Attend staff meetings.
- ❖ Work with the Chapter Director of Operations to order and/or produce appropriate supplies and resources.
- ❖ Prepare reports as required, e.g., the Annual Report to the Congregation, the Parochial Report, etc.
- ❖ Support the Volunteers and Volunteer Ministries of the Cathedral including but not limited to: scheduling the liturgical participants, ushers, and audio-video team members; provide subject matter expertise (with training provided by program staff) to the ushers, audio-video team members, guest clergy, and lay guests; provide support for volunteers; interface with altar guild; support community events.
- ❖ Be present for one to two services per month (Sunday and weekday, as appropriate) as a part of your 20-hour work week, for the purpose of gaining knowledge and experience in order to provide support, expertise, and hands-on training.
- ❖ Other duties as assigned.

Collaboration

The Office Administrator will well represent the Dean and the Cathedral community by upholding the highest standard of hospitality to all who enter for work, worship, special events, and community outreach. This position also closely collaborates with the Bishop's office and Diocesan staff. It is expected this person will serve as a first "welcome" to the Cathedral to all whom they encounter.

Continued on the next page.

Qualifications

- ✓ High school graduate; two years of college or commensurate experience at the executive level preferred.
- ✓ Strong knowledge of Microsoft Word, PowerPoint, Excel, and Google Calendar.
- ✓ Proactive and able to work independently: detail oriented; creative problem solving; excellent verbal and written communication skills.
- ✓ Strong work ethic; respectful, dependable, and trustworthy; friendly and courteous.
- ✓ Must have an excellent tracking system to follow up on assignments and requests.

Hired Applicants will receive training in all areas mentioned above, and additionally:

- ❖ A full course of Safe Church, Safe Communities
- ❖ Anti-racism course through the Diocese of Michigan

Vacation, and paid time off will be extended in conjunction with Diocesan policies.