

St. Ninian's Church

Responsible Ministry: Screening in Faith

Parish Co-ordinator Ministry Description

Position Risk Assessment: High

Term of Office: 2 year, renewable - appointed by Incumbent at Vestry

Supervision & Support: Reports to: Advisory Board
Staff Liaison (if different from above):
Committee/Board responsible for this ministry: Administration Committee

Purpose: To co-ordinate all activities & events held within the church and to maintain good communication between all groups and members.

Population(s) served:

- The Incumbent and Churchwardens
- All groups and ministries within the church
- All parishioners

Skills & Qualifications:

- good administrative skills are necessary.
- must have knowledge of the workings of our church body, and the responsibilities of those in leadership.
- must be a good listener, and be a "people person" with good communication skills.
- flexibility is an asset, as working with many groups means lots of changes.
- position requires a Police Records Check

Spiritual Gifts Recommended:

- Organization
- Leadership
- Service
- Discernment

Training Provided:

- the retiring Parish Co-ordinator is to provide training necessary, and act as a mentor
- Diocesan Sexual Misconduct Training every 3 years

Meeting Date & Time:

- No official meetings, however you will be in frequent contact with the Rector & Churchwardens regarding church activities.

Time Commitment Involved:

- time commitment varies depending on what's happening in the church. With new activities & events, the time commitment would increase.
- it would average about 4 hours per month - possibly more when doing the newsletter

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Description of Duties / Responsibilities:

- encourage members to communicate with each other when differences of opinion arise
- help find co-ordinators for parish events e.g. lawn sale, making sure there is enough time to plan these events.
- oversee the Parish Newsletter
- maintains the "Meeting Space Reservation Book"
- if an event coincides with another, you must communicate with the contact people so that conflict does not result
- act as a mediator when necessary
- when events occur that may interfere with the janitorial services, you must reschedule the cleaning times
- assist in any administrative duties that come up
- works closely with the Rector & Churchwardens.

Limits of the Position:

- do not feel obligated to take on added responsibilities when volunteers cannot be found
- be aware of what is happening in the church, but do not step in unless problems arise

Benefits & Opportunities:

- have a profound effect of the well-being of the church
- develop an understanding of what activities the church is involved in - see the "Big Picture"
- develop strong relationships with members of all ministries, especially ones you are not a part of

Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.

Rev. November 27, 2003