



CHURCH OF THE APOSTLES

EASTERN SHORE

Parish Communications Coordinator (PCC)

Church of the Apostles, Fairhope, Alabama

Our Vision and Mission

We are an Anglican Church in a retreat setting, with a vision to see lives restored and the bay area renewed through the gospel of Jesus Christ. We are called to gather people to Christ, form followers of Christ, and send servants for Christ. We recognize that our “parish” is not just those who attend our Sunday worship but also the broader bay area community. We welcome this community to use and enjoy our beautiful property. One way we seek to put our vision into practice is by hosting activities that promote the health and flourishing of the bay area.

Purpose of the Position

The purpose of the PCC position is to empower and enable Church of the Apostles to flourish as a family of believers and as place of hospitality for the community around us. The PCC will do this by coordinating communication among our staff, volunteers, parishioners, as well as serving as central contact point for other groups using the property. We consider this a “ministry” position and therefore seek someone who senses a call from God to serve in this way.

Hours

This is a full-time, salaried position. Regular office hours are expected Monday through Thursday; participation in Sunday worship is desired. Occasionally other weekend and evening hours will be required for church events. The PCC will work collaboratively with all the staff and report to the head pastor.

Qualifications & Requirements

- College degree and 3 years of professional experience, or without college degree, 5 years of experience in a professional environment similar to Church of the Apostles.
- Strong computer and word processing skills (e.g. proficiency on Macs; with Pages, Keynote, Microsoft Office, and Google Apps; willing and able to engage new technology/ software).
- Experience with graphic design and online marketing/ email campaigns (e.g. Making flyers, Mailchimp, Facebook, Instagram).

- Must be a professing Christian, willing to consider becoming an active member of Church of the Apostles, and being present on Sundays on a regular basis.
- This position will require the ability to maintain strict confidentiality with pastoral and parishioner information.
- Light office work and lifting may be required.

Responsibilities include but are not limited to

- Attend weekly staff meetings and Sunday worship.
- Coordinate all internal and external communications in the Parish, including:
 - Assist pastors in managing and making Sunday announcements
 - Lead the staff in generating and executing a weekly list of events, information, and other items that need to be communicated
 - Generate and post content to the church's website and social media platforms related to church-hosted or sponsored activities
 - Promote events sponsored by the church to the public when appropriate
- Maintain a master church calendar, including church events (weddings, baptisms, ministries, etc) and use of church facilities by outside groups
- Maintain master volunteer schedule for Sundays in Planning Center Online, including but not limited to lay readers, greeters, ushers, altar guild, and chalice bearers.
- Serve as liaison to groups using the church's property
- Type and print weekly church bulletin and/or projection slideshow for Sunday worship
- Manage volunteer receptionists to answer and redirect phone calls and emails
- Maintain "Breeze," our online member directory with up-to-date information
- Organize and maintain the church office and its equipment, coordinating repairs and ordering supplies as needed
- Assist with planning of various parish retreats and events
- Other related responsibilities at the discretion of the head pastor

The ideal candidate will possess the following qualities:

- Excellent communicator and listener
- Organized planner with proven ability to manage multiple projects simultaneously
- Personal warmth and grace
- Ability to maintain good personal boundaries with time and responsibilities

To apply, please submit a resume with references and a cover letter to the Rev. Mark DiCristina (mark@apostleseasternshore.org). In the cover letter, please tell us why you are interested in the position, describing your sense of call to this ministry, and include a brief testimony of your relationship with Christ.



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