

Minister for Community Life

Specific duties and responsibilities of the Minister for Community Life include, but not limited to:

Membership:

- Maintain, with the help of the Parish Registrar, the membership database of the church.
- Use the database to track participation and engagement of parishioners.

Community Life Council:

- Serve as staff liaison to the Community Life Council
 - Develop with the help of Council leadership a spending plan for the council based on annual church budget. Maintain high level of discipline in stewarding church funds.
 - Identify, develop, propose and invite (on Dean's behalf) members and leadership of the council.
 - Provide staff support for Community Life Council Events (e.g. Game Night, Forum Groups, Evensong Receptions, Confirmation Receptions, Vestry/Council night etc.)
- Oversee design and execution of major Parish Life events which currently include:
 - Parish Retreat
 - Shrove Tuesday Pancake Supper
 - Spring and Fall Neighborhood Gatherings
 - May Fete
 - Cathedral Night at the Ballpark

Volunteer Management:

- Directly manage volunteer enrollment and participation for Community Life Events.
- Oversee Cathedral-wide volunteer management system.

Administrative Staff Management:

- Task, supervise and review (annually) the work of the Ministry Assistant (.2 equivalents).

Goals and Expectations:

- Membership Pipeline (9/2020)
- Parish Directory (every 2-3 years)
- Printed Parish Roll (annually)
- High level of attention to detail
- Skills in event planning and event management.
- Develop Cathedral-wide volunteer management protocols (1/2021)
- All other duties as assigned