

Job Description
Coordinator of Engagement
St. Elizabeth Ann Seton Church, Hiawatha, IA

Parish Mission Statement: Inspired by the Holy Spirit and the loving service of St. Elizabeth Ann Seton, we strive to be a spirit-filled community of disciples in the Catholic tradition. We will be known for service to individuals, family and society through hospitality, education and acts of charity

Why do we exist: To bring people into a growing relationship with Jesus Christ

Position Summary: The Coordinator of Engagement is a member of the operations team of the parish and has specific responsibilities to general office and stewardship activities at St. Elizabeth Ann Seton. This is a (salaried) full-time or (hourly) part-time, twelve month position. The Director of Operations serve as the supervisor for the Coordinator of Engagement.

General Description

The Coordinator of Engagement is growing in a relationship with Jesus Christ. He/she is someone who demonstrates continued growth in The Four Characteristics of a Disciple: Pray, Learn, Share and Witness. He/she shares faith, serves the community and expresses the love of God and neighbor through ministry. The Coordinator of Engagement is an integral member of the parish staff and shares in the responsibilities of the parish community to bring people into a growing relationship with Jesus Christ.

Duties and Responsibilities:

1. Coordinate “Time and Talent” Opportunities for Parishioners
 - a. Ensure accessibility to each parishioner eligible to serve in ministries with emphasis on the relational aspect of ministry
 1. Spark and build relationships with parishioners who are called to serve their community
 2. Launches the DiscoverE’s process to assure that new members are assimilated into the parish community in a deliberate way. Will meet with all incoming members of the community to explain what St. Elizabeth has to offer.
 3. Work to recruit parish members to various ministries and needs
 4. Work closely with parish staff to involve/connect parishioners to parish
 - b. Facilitates
 1. Ministry recruiting weekends
 2. Ongoing ministry onboarding processes
 3. Consistent ministry orientation and trainings
2. Scheduling Stewardship Opportunities and Ministries
 - a. Maintain “Time and Talent” info in the parish database (working with the Office Manager) and generate reports when needed.

- b. Publicize needs and opportunities to serve our parish in weekly bulletin, newsletter, website and other parish media.
 - c. Communicates any identified unmet ministry needs to pastoral staff and parish leaders.
 - d. Prepare schedules for ministries
3. Provide spiritual care and direction to key ministers
 - Connects and communicates personally with individuals and teams on an ongoing basis
 - Ensures leadership development and coaching for ministers.
 - Assists the Director of Faith Formation in building small group model for parishioners to grow in their personal relationship with Jesus and their call to discipleship.
 4. Christian Service
 - a. Work with and build relationships with local agencies such as Catholic Charities, Catherine McCauley Center, Metro Catholic Outreach, Habitat For Humanity, Saint Vincent DePaul, Knights of Columbus, to create ministry opportunities
 - b. Staff Liaison to Social Justice Committee
 5. General Administrative
 - a. Be a catalyst for good cooperation and strong relationships among all parish entities, staff, commissions and parishioners
 - b. Maintain spiritual influence and presence in overall administrative and ministries of the parish
 - c. Attend staff and operations team regularly, and formation team as necessary
 - d. Identifies existing parish activities and looks for opportunities to enhance or integrate with the bigger picture and vision of the parish
 - e. Continually grows in understanding of parish engagement, becoming an expert for our staff and community.
 - f. Perform other related duties as required

Position Specifications/Requirements:

1. Skills, Knowledge and/or Abilities
 - a. Excellent public relations and service skills
 - b. Effective written and oral communication skills including use of e-mail and appropriate social media
 - c. Strong organizational abilities to work with others, direct projects and conduct workshops
2. Catholic (and active member at St. Elizabeth Ann Seton parish is highly preferred)
3. Education
 - a. Bachelor's degree preferred
 - b. Knowledge or willingness to become familiar with principles of Catholic stewardship
 - c. Experience in Microsoft Office products and knowledge of database type software

General Requirements:

1. Ability to work in an organized and efficient manner.

2. Ability to manage multiple priorities and maintain deadlines.

Competencies

- **Exhibits SEAS Core Values**
 - ✦ Sacrificial Stewardship (Self Aware/Responsible)
 - ✦ Authentic Hospitality (Vulnerable)
 - ✦ Growing Disciples (Always Growing)
- **Builds Relationships**
 - ✦ Develops and leverages effective working relationships with other members of St. Elizabeth Ann Seton Staff as well as ministers and church members.
 - ✦ Acts with respect toward others.
 - ✦ Gains acceptance by understanding the viewpoints of others and seeking “win/win” solutions.
- **Communicates Effectively**
 - ✦ Provides clear, consistent and timely communications.
 - ✦ Gives compelling reasons for ideas and recommendations.
- **Strategic Focus**
 - ✦ Translates St. Elizabeth Ann Seton vision into clear and effective plans.
 - Eradicate Consumerism - Will this "activate ownership (instead of consumerism) amongst our staff/key volunteers"?
 - Joyful Leaders - Will this "cultivate joyful service in our staff/leaders"?
 - Accessibility - Will this "reduce obstacles in living the faith"?
- **Delivers Results**
 - ✦ Develops and consistently executes performance objectives.
 - ✦ Can be counted on to achieve goals successfully.
 - ✦ Consistently performs and adds value.
- **Leads Effectively-if applicable**
 - ✦ Assesses and fills positions with qualified individuals.
 - ✦ Sets clear and measurable goals, coaches individuals to do the same.
 - ✦ Supports, appreciates and monitors progress and results; provides ongoing performance feedback.

The buzz about this person will sound like this: (we’ll call him or her “Sam”) (Some of these points may not apply to your current position, yet may help you to better understand our culture.)

1. Sam’s driven by relationships, not by performance, and has created a tribe that serves with excellence.
2. Sam’s very trained, but humbly seeks what God is currently doing at St. Elizabeth Ann Seton.
3. Sam’s not just a worship leader, Sam is a worship MINISTRY leader.

4. Sam may (or may not) be the most creative person, but is able to LEAD the creatives.
5. Sam thinks like a high-level manager; always thinking ahead, taking care of details, and leading people.
6. Sam's able to administrate: either *detail* oriented or *people* oriented and able to manage projects efficiently.
7. Sam doesn't feel like it's necessary to be good at everything, but rather is great at getting the best from the teams.
8. Sam hates "silos" and loves teaming up with people to get something done.
9. Even though Sam is really talented, it's clear that Sam is a true shepherd.
10. Sam is so teachable, and though Sam has plenty to be proud about, Sam is just the most approachable and unpretentious person.

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