

HOLY TRINITY GREEK ORTHODOX CHURCH
Job Description and Performance Evaluation

POSITION: Parish Activities Coordinator (PAC)

REPORTS TO: The Parish Priest. The PAC is evaluated by the Priest in consultation with the First Vice-President of the Parish Council who by virtue of that role is the Parish Council Liaison for this position.

POSITION
SUMMARY:

The Parish Activities Coordinator shall work a minimum of 40 hours per week. The Parish Activities Coordinator needs to be an energetic and charismatic individual whose focus shall be to provide support and continuity to existing programs and facilitate the growth of future church programs. The coordinator will work with the leaders of parish ministries with a particular emphasis on youth related activities. The Parish Activities Coordinator shall connect parishioners with groups and programs of interest to them.

QUALIFICATIONS AND EXPERIENCE:

1. Must have excellent verbal, written and telephone, communication skills.
2. Must have organizational skills
3. Must have the ability to relate to diversified ages and personalities within an ethnic culture.
4. Must be an Orthodox Christian.
5. Bachelor's degree required.
6. Must have strong computer skills.
7. Must have programming experience in youth or group activities.
8. Demonstrated leadership capabilities.
9. Demonstrated interpersonal skills.

Expectation	Self Assessment (1,2,or 3)	Does not meet Expectation 1	Consistently Meets Expectation 2	Consistently Exceeds Expectation 3
Organizational Consistently performs job functions in a way that reflects the Parish Mission, Vision, and Values				
Duties <ol style="list-style-type: none"> 1. Establish and maintain a Master Calendar of all events, meetings, and activities. 2. Schedule facilities reservations 3. Establish event planning checklist and procedures for church activities. Maintain a database (files) of past activities and the accompanying planning checklists for future reference. 4. Cultivate and support parishioners to serve as volunteers. Establish a volunteer database and assist group leaders with the orientation and training of volunteers for various programs. 5. Assist in coordination, development and implementation of youth ministries. Publish periodic youth activities newsletter 6. Meet as needed with ministry leaders to solicit program suggestions, establish goal/objectives, present reports and updates on ministry programs. 7. Collaborate with ministry leaders in promoting spiritual, cultural, social and philanthropic activities. 				

<ol style="list-style-type: none">8. Create and chair a Parish Activities Council that will provide a forum for ministry leaders to share ideas and review activity calendars.9. Assist in the coordination of major parish activities including but not limited to; annual summer church picnic, New Year's Eve party.10. Establish office hours, when the Coordinator will be available to parishioners and staff.11. Provide regular reports to the Parish Council and assume additional responsibilities as assigned by the Parish Council liaison/supervisor.12. Advocate ministry development, especially youth programs.13. Provide support to the Senior Ministry program.14. Provide support to the Sunday School program.15. Develop and implement new ministries and event initiatives.16. Revitalize dormant ministries.17. Supports Outreach programs.				
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<p>18. Meeting and Event planning</p> <p>19. Consult for other committees</p> <p>20. Maintain inventory of equipment and supplies</p> <p>21. Prepare required reports, promotional materials, and documentation.</p> <p>22. Address issues and concerns that are presented by Clergy, the Parish Council, Parish Leadership, and parishioners.</p>				
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Supervisor's Comments:

Employee Comments:

Employee Signature: _____ Evaluator Signature: _____ Date: _____