

Christ Church Episcopal

Glen Allen, VA | ccerva.org



JOB TITLE: Parish Life Coordinator

STATUS: 1.0 FTE

POSTING DATE: July 2026

REPORTS TO: Rector

[Christ Church Episcopal](http://ccerva.org)

Christ Church is a thriving intergenerational community in Glen Allen, Virginia. We are rapidly growing and excited about the future of our ministry. Christ Church does not discriminate against any applicant for employment because of religion, race, age, sex, disability, or national origin.

JOB SUMMARY

The Parish Life Coordinator (PLC) connects and supports the clergy, staff, and ministry volunteers as they seek to execute the vision and mission of Christ Church. This position plays a vital role in the collaborative ministry of our staff; strong rapport, professionalism, and a spirit of joy in working as a team are essential.

The PLC provides essential administrative and communication support to ensure the smooth operation of the parish. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. The PLC serves as a key point of contact for parishioners and staff, working closely with the Director of Communications to share the story of the parish, both internally and to the wider world.

KEY AREAS OF RESPONSIBILITY

- Office Administration
- Maintain and update historical church records, including attendance reporting, annual parochial reports, as well as registers for baptisms, weddings, deaths, and new members.
- Serve as the primary point of contact for ministry areas and volunteers.

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KEY AREAS OF RESPONSIBILITY (CONTINUED)

- Coordinate ministry teams and program staff to ensure needs are met and coordinated for church gatherings.
- Work closely with the Director of Communications to prepare weekly bulletins, ministry slides, eNews, and direct parish communication.
- Event coordination for weddings and funerals (including bulletins, flowers, musicians, etc.)
- Schedule worship volunteers and prepare and distribute readings for worship.
- Order office and worship supplies.
- Help identify ministries areas to highlight and work with the Director of Communications to tell the story.
- Maintain the Realm database as well as the internal office server.
- Prepare Vestry materials as needed.
- Point person for all large community events (festivals, parties, Shrine Mont, fundraisers, ministry fair, etc.)
- Support the Rector with various administrative tasks and church-related business.
- Check mail, email, and voicemail daily; respond to inquiries and forward messages as necessary.

KNOWLEDGE / SKILLS / ABILITIES

- A passion for ministry
- Proven ability to think strategically about culture and systems
- Collaborative
- Storyteller
- Connector

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CORE COMPETENCIES

- **Interpersonal Skills:** Demonstrates ability to engage and listen to others to gain an understanding of core elements of content that needs to be communicated to the staff and the parish.
- **Production:** Helps storyboard, and support the production of original content for digital evangelism and in-house formation.
- **Organizational Skills:** demonstrates the ability to stay organized to meet deadlines. Must be able to work with a high degree of accuracy.
- **Leadership Skills:** demonstrates the ability to lead and guide ministry teams to help them achieve their goals.
- **Initiative:** Ability to take the lead in forging new connections between ministry teams, helping them meet their goals.

WORK STATUS

The Parish Life Coordinator will work primarily from Christ Church's campus in Glen Allen, Virginia. Limited travel within the Diocese of Virginia may be necessary for this position. Expected work days are Monday thru Thursday (9-3) as well as being available for evening programming and weekends (primarily Sunday) when necessary.

COMPENSATION AND ORDINATION STATUS

This position is anticipated to be a lay role. The compensation package will vary according to the candidate's experience and education, consistent with Christ Church and diocesan policies. The anticipated salary range is \$45,000 - \$55,000 with generous benefits.

TO APPLY

Please submit a cover letter and resume to:
The Reverend Ken Malcolm, Rector Christ Church
Email: rector@ccerva.org