CHRIST THE KING CATHOLIC CHURCH

JOB DESCRIPTION
Parish Life Coordinator

Accountability:	Reports to Director of Communications and Parish Life
Supervisory Responsibility:	Supervises volunteers
FLSA Status:	Non-Exempt
Hours:	Part-time position beginning at approximately 20 hours per week, with a flexible schedule that includes occasional evenings and weekends to accommodate parish events and busier seasons.
Work Location:	This is primarily an on-site position at Christ the King Catholic Church, with occasional flexibility to work from home as needed. The Parish Life Coordinator is expected to be an engaged, collaborative member of the parish staff and an active participant in the life of the parish community.
Mission:	To foster a welcoming and joyful parish community where everyone feels known, connected, and at home. Through hospitality, fellowship, and the empowerment of others to share their gifts, the Parish Life Coordinator helps build a vibrant spiritual family where everyone has an opportunity to contribute and belong.

Principle Duties and Responsibilities include:

Parish Hospitality, Events & Celebrations

- Plan, coordinate, and oversee parish hospitality events, celebrations, and gatherings.
- Manage event logistics, including budgets, food, supplies, inventory, scheduling, and volunteer coordination.
- Coordinate funeral luncheons.
- Collaborate with parish staff and ministry leaders to support special parish gatherings.

Ongoing Events & Responsibilities:
- Coffee & Donuts (twice monthly)
- Upper Room: Feast & Fire (monthly)
- Funeral luncheons (as needed)
- Parish picnics (1–2 annually)
- New Year's Eve celebration
- Valentine's Day dinner
- Soup & Stations during Lent
- Ordination receptions
- Other special parish celebrations throughout the year.

Additional events and responsibilities may be assigned as parish needs evolve.

Leadership & Volunteer Development

- Identify and cultivate the gifts, talents, and leadership potential of parishioners, inviting them into meaningful opportunities to serve.
- Build and sustain volunteer teams.
- Recruit, equip, and empower volunteers to take ownership of roles within parish hospitality and events, fostering a culture of shared responsibility and service.

Vision & Strategic Collaboration

- Collaborate with the Director of Parish Life & Communications to evaluate existing programs and remain attentive to parishioner needs and interests to develop new opportunities that strengthen parish life and reflect the mission and core values of Christ the King.
- Work with the Director and Senior Leadership Team (SLT) to support the vision and priorities of the parish.

Knowledge, Skills and Abilities

Education:	High school diploma or equivalent required; additional education or relevant experience preferred.
Experience:	Proficiency with Google Workspace and general computer applications; strong organizational, planning, and time-management skills; excellent interpersonal and communication skills. Experience coordinating events, projects, volunteers, or working in hospitality or customer service preferred.
Requirements:	Must be an active, practicing Catholic, support the work of Christ the King Catholic Church and be willing to become a parishioner. Should be able to provide creative input in carrying out the parish mission. Must have demonstrated organizational skills, the ability to handle multiple tasks, attention to detail and accuracy. Must be able to work independently as well as with volunteers.
Physical Demands:	Flexible schedule with occasional evenings and weekends required. The position involves a combination of computer and administrative work and active, hands-on responsibilities. Duties require frequent standing and walking, as well as occasional sitting, bending, stooping, reaching, and lifting or carrying up to 25 pounds. The coordinator must be comfortable moving throughout the parish facilities and assisting with event setup and preparation. The above statements describe the general nature and level of work of the position. This is not an exhaustive list of all responsibilities, duties, and skills.

Please submit resume and cover letter to Cynthia Rutherford at crutherford@ctkcc.net.

CHRIST THE KING CATHOLIC CHURCH

Our core values describe the heart of our parish. They guide how we worship, grow in faith, welcome others, and respond to the Holy Spirit as we live out our mission together.



Core Value no. 1

Personal Transformation:

Allowing the Holy Spirit to transform us more closely to the image of Christ.

Guiding Scripture:

"... be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect."
—Romans 12:2

Ways we live this out...

- Regular reception of the Sacraments
- Daily personal prayer—charismatic and contemplative
- Reading and allowing the Word of God to dwell in us richly
- Cultivating a relationship with Mary and the Saints
- Regularly sharing testimony of personal transformation
- Intentional cultivation of spiritual growth which may include retreats, spiritual direction, spiritual reading, Adoration, etc.
- Intentionally pursuing growth in the charismatic gifts
- Wisely stewarding the gifts of time, talent, and treasure the Lord has entrusted to us



Core Value no. 2

Holy Joy:

Confidence, buoyancy, and hope that comes from abiding in Jesus' presence.

Guiding Scripture:

"The joy of the Lord is your strength"
— Nehemiah 8:10

Ways we live this out...

- Living out of our identity as beloved sons and daughters of God
- Keeping our eyes fixed on Jesus regardless of the circumstances
- Having a Kingdom mindset: seeking to see people and situations as Jesus sees them
- Worshiping in joy and freedom: full, conscious, active participation using our bodies, voices, and the charismatic gifts as the Spirit leads
- Rejoicing together, especially as we celebrate our Sacramental life
- Serving the Lord and each other with gladness
- Welcoming others: "Let all who arrive be received as Christ." — St. Benedict

Core Value no. 3

Spirit-led Boldness:

Asking for and responding to the promptings of the Holy Spirit to make Jesus better known to the world.

Guiding Scripture:

"You will receive power when the Holy Spirit comes upon you, and you will be My witnesses...."
—Acts 1:8

Ways we live this out...

- Seeking God's heart for others; loving them as the Father loves them
- Stepping out of our comfort zone to make Jesus known
- Intentionally participating in the Church's work of evangelization through relationships, events, parish initiatives, etc.
- Regularly ministering with the charismatic gifts
- Regularly listening for and sharing Jesus' word for the person in front of us and for our community
- Praying with others (not just for others), especially for healing
- Acknowledging and celebrating each other's acts of Spirit-led boldness

Core Value no. 4

Parish as Family

A parish in which we know and love each other, and together are formed and sent on mission by Jesus.

Guiding Scripture:

"They devoted themselves to the teaching of the apostles and to the communal life, to the Breaking of the Bread and to the prayers."
—Acts 2:42

Ways we live this out...

- Cultivating human connections by spending time together, engaging with one another, and speaking words of encouragement
- Fostering a culture of belonging and accompaniment
- Seeking to live in unity; "one in heart and mind"
- Practicing charitable accountability; seeking and extending forgiveness
- Rejoicing with those who rejoice; mourning with those who mourn
- Participating in discipling relationships and encouraging others to do so
- Incorporating these values and practices into our families as domestic churches

OUR MISSION

We exist to joyfully worship God and raise up Spirit-filled disciples.