



## ASCENSION PARISH

# Ministry Opportunity

October 13, 2021

Ascension Parish serves Sudbury, Maynard, and surrounding communities. We represent a vibrant and diverse community of believers. Our mission is to help people along the path to a better life through Jesus Christ. Our vision is to become a growing community of faith where everyone feels at home. As a church, we want to reach the “unchurched” and help committed followers of Jesus continually take their next step in discipleship.

We seek a passionate individual who can embrace this vision and help bring it to life for those who join on Sunday. The Guest Services Coordinator will ensure a consistent weekend experience that is attractive to outsiders as well as manage all special events. In addition, this person will equip our members for the work of volunteer ministry. The ideal candidate must have the ability to partner across ministries to ensure a consistent experience, be well organized, collaborative, able to drive tasks and projects, and adaptable to a fast-paced, growing community.

Interested candidates should email [pastoroffice@theascensionparish.com](mailto:pastoroffice@theascensionparish.com)



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## **Position Description**

**Title:** Guest Services Coordinator

**Reports to:** Director of Discipleship

**Status:** Part-Time, Not Benefits-Eligible, Non-Exempt (Hourly)

## **Role Purpose**

The Guest Services Coordinator ensures a consistent weekend experience that is especially attractive and welcoming to first time guests. This person furthers a culture that is aligned with the parish mission and vision, and helps newcomers feel at home in our parish family so that they can grow along their discipleship path. At the same time, this person empowers and equips our members for the work of volunteer ministry.

## **Duties and Responsibilities**

- Ensures a welcoming environment at weekend Masses and parish events, supported by volunteer teams of greeters, hosts, and other ministers as needed.
- Recruits, develops, trains & equips an ever-expanding team of volunteer ministers, including team leaders and team members.
- Through ongoing training and coaching, develop team members into leaders who recruit and train new volunteer ministers.
- Coordinate parish community events, e.g. ministry fairs, volunteer training sessions, onsite faith-building programs, etc., always ensuring a consistent welcoming atmosphere.
- Create and assist with implementation of short and long term plans to improve the quality of volunteer experience.
- Serve as a resource for members and guests at our Sunday Masses; help guests “connect” with our parish.
- Other duties as assigned.

## **Qualifications**

- Must enjoy working with people who are unchurched or beginning on their discipleship path.
- Demonstrated leadership, strong organizational skills, excellent written, public speaking, and interpersonal skills.
- Has a passion for equipping and developing volunteer ministers, and helping them find a ministry that matches their gifts.
- Gifted at delegating, driving a team, and team building.

## **Personal Characteristics**

- The ideal candidate has an optimism and eagerness to share and help others grow in our Catholic faith.
- While respectful of our tradition, you are forward-thinking, welcome innovation and new opportunities.
- Working with a broad spectrum of staff and volunteers, you must be collaborative, solicit others’ ideas and perspectives, and be an active listener and learner.
- Expected to be present on Sundays, Christmas, and Easter.

## **Physical Performance Elements**

- Ability to use a computer keyboard for up to 8 hours per day.
- Ability to sit for up to 8 hours per day.
- Ability to lift up to 20 pounds.

*The duties and requirements described above are representative of those encountered during the performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*