



St. Stephen's Episcopal Church

Director of Outreach and Engagement Job Description

St. Stephen's is a dynamic, innovative and diverse parish, one of the largest in the Episcopal Church with six Sunday services and an average weekly worship attendance of approximately 800. But our life and ministry extends far beyond our walls. As our vision statement puts it, "We gather at God's table to receive the bread of life, and then we go out in love to share it with others, setting tables of hospitality, healing, and hope. Together, we aspire to a world where everyone has a seat at the banquet and all are fed."

We have a deep, long-standing commitment to relationship-based outreach ministry in Richmond and beyond. Each week, parishioners can be found tutoring in schools, working on home repair projects, or supporting one of our several food ministries – most notably our on-site food pantry which is organized like a store for the dignity of our guests. Over the years, alongside local partners, we have taken a lead role in founding Anna Julia Cooper School, a tuition-free independent school in Richmond's East End, as well as ReWork Richmond, an employment initiative helping adults secure family-sustaining careers. Further afield, we support two missionaries caring for vulnerable women and children in Argentina, and we have a history of domestic and international mission trips for youth and adults.

We are seeking a Director of Outreach and Engagement to support this dynamic range of ministries. Naturally, the director will work as part of a team, collaborating with our four outreach committees (local, national, international, and grants), and with clergy and staff – especially the director of our farmers market and food ministries. Our vision is for the director to be a facilitator of relationships – relationships with partners in the community and relationships among staff, parishioners, and those we serve. It is that network of relationships that is transformative as we seek and serve Christ in one another.

This position is full-time. The starting salary range is \$60,000 - \$70,000, commensurate with experience, with retirement and life insurance benefits according to the standards of the Church Pension Fund. Health insurance also is provided, with an employee contribution of 10 percent of the annual premium for individual coverage, 20 percent of the premium for spousal coverage, and 30 percent of the premium for family coverage. Other benefits include annual paid leave and a continuing education allowance.

Experience in church ministry and/or related nonprofit organizations is a key qualification, and knowledge of the community landscape in Richmond is a plus. Good candidates will be organized, motivated and motivational, able to collaborate well as part of a team, and adept at building trust and relationships with both parishioners and community partners. A standard workweek will include 10 four-hour time blocks, with one of those blocks typically on Sunday morning (occasionally substituting a Sunday evening) and the other blocks spread

over four weekdays with one weekday (likely Friday) typically a day off. One or two blocks per month may also rotate onto Saturday morning to participate in the farmers market or other outreach activities.

Duties include the following, in conjunction with other duties as assigned.

- Provide a regular and rotating presence at St. Stephen's outreach ministry events to support volunteers and build relationships with parishioners and community partners. Examples include food ministries, tutoring programs, home repair projects, etc.
- Collaborate with the Director of the Farmers Market and Food Ministries and other associated staff on weekly check-ins, periodic planning and visioning meetings, and sustained efforts to engage parishioners in the outreach ministries of our parish.
- Attend and work with the lay chairperson to facilitate monthly meetings of the joint outreach committee, comprised of representatives of the four outreach subcommittees. In addition, serve as a staff liaison to the four subcommittees and meet with them seasonally or as needed.
- Facilitate quarterly or semi-annual meetings and site visits with partner organizations in the community. Attend occasional special events or celebrations at partner organizations to build relationships. Examples include the annual fundraiser for ReWork, the annual breakfast for Communities in Schools, the Juneteenth celebration at Peter Paul, etc.
- Attend weekly full staff meeting on Tuesday afternoon at 1 p.m. and other periodic staff team meetings as needed.
- Collaborate with the communications team on regular publicity and announcements for outreach activities through electronic and print newsletters, the church website, special videos, and other avenues.
- Serve as one of the staff liaisons to the Hospitality Committee and assist as needed with newcomer receptions and classes and with connecting newcomers with opportunities to serve in the parish and community.
- Offer periodic presentations in the Sunday Forum and other formation classes, and also occasional reflections or homilies in the Palmer Hall, main church, and Celtic worship services, to keep outreach ministry on the hearts and minds of parishioners.
- Work with volunteers to coordinate a reinvigorated ministry providing spiritual and pastoral support to people coming out of incarceration.
- Work with staff and volunteers to coordinate seasonal drives (e.g. turkey boxes or the Christmas shop) and to plan intergenerational projects with the family ministry team.
- Support and re-imagine as needed annual outreach fundraising activities, especially the October golf tournament and spring gumbo sale.
- Work with other staff and volunteers to plan and implement periodic regional, domestic, or international mission trips and/or pilgrimages. Examples may include a civil rights trail pilgrimage in Alabama and Georgia, a hurricane recovery mission trip, or a pilgrimage/mission in partnership with our missionaries in Argentina.

Interested applicants should submit a resume, cover letter, and list of references by Feb. 1, 2025 to Anna Jones (Farmers Market and Food Ministries) at ajones@ststephensrva.org.