

Grace Church in the Mountains is an Episcopal Church in Waynesville, NC near Smoky Mountain National Park. We typically have around 130 worshippers each Sunday, while our active members number near 300. Most would describe our worship style as “broad.” We are nationally known for our Creation Care ministry and locally known as a “small but mighty” church in relation to our outreach ministries. Our rector, The Rev. Joslyn Ogden Schaefer, has provided stable spiritual leadership since 2017. While the majority of our members are retirees, we have members from every stage of life.

Position Available: Minister for Programs *Part-time, approx 25 hours/week, exempt*
This role could be combined with our music or administration ministry roles to create a full-time position.

Summary of Position

Provides leadership in the design and implementation of parish programs, including fellowship and intergenerational Christian formation programs; welcoming and integrating newcomers into the life of the parish; and equipping and supporting lay leadership in these areas. Additionally, this position would assist the parish administrator with communication about parish programs through a variety of media. This position requires frequent evenings, weekends (including Sunday mornings) and occasional overnight programs. Given the Sunday commitment, one regular day off between Monday and Friday is offered.

Essential Duties and Areas of Responsibility

- Works with clergy, vestry & lay leaders to develop parish programs aligned with our mission and context and equip lay leaders to offer formation and fellowship ministries.
- Coordinates Christian formation programs for all ages, including collaborating with our neighbors at First United Methodist Church and our Diocese.
- Assists parish administrator in producing internal communications (service bulletins, eNews, flyers, bulletin boards, sign-up lists) and external communications (social media, website, brochures, and press releases).
- Plan, manage and recruit volunteers in support of Grace’s ministries. We currently have a strong volunteer base to assist with many of these functions.

Experience, Education and Skills

- Bachelor’s degree
- Meaningful participation in a church community, with a preference for the Episcopal Church (or a willingness to learn and teach the Episcopal expression of Christianity)
- Excellent communication and relationship skills, including with children and youth
- Strong administrative abilities and attention to detail
- Social Media competence including use of MailChimp, FaceBook, You Tube, Instagram, Canva; familiarity with web-site design is a plus.
- Be able to incorporate or learn relevant technology necessary for the position.
- Self-motivated; must be able to function without direct supervision.

Compensation & Benefits: Salary minimum \$24,000. Participation in pension program and group term life-insurance. Two weeks paid vacation per year. Eligible to participate voluntarily in medical and dental coverage.

To apply, please submit a resumé, cover letter, and references to Joslyn Schaefer, Rector, via email rector@gracechurchwaynesville. Questions about the position may be directed to her via email or phone, 828-456-6029.

