



POSITION/TITLE: Director of Engagement

JOB SUMMARY: The Director of Engagement is a dynamic, relational leader responsible for fostering a vibrant, welcoming community at Trinity Episcopal Church. This position connects parishioners to the life of the church, ensures a comprehensive, warm welcome for newcomers, and cultivates a strong, supported volunteer base. The Director will drive engagement through strategic, person-to-person outreach, care for our senior population, and organizing parish-wide fellowship events.

Primary Duties and Responsibilities

Parishioner Outreach & Connection

- **Welcome Events:** Plan and organize newcomer welcome events.
- **Parish-wide Events:** Plan, promote, and implement parish-wide fellowship events, including high-profile services such as Trinity Sunday, as well as seasonal, social, and community-building gatherings.
- **Newcomer Protocol:** Create, implement, and manage a structured "Welcoming to Connection" protocol, ensuring visitors are greeted, followed up with, and welcomed into the community.
- **Tracking & Assimilation:** Create and manage a "connection" protocol, using the church database to track parishioner/newcomer interactions ("touches") to identify engagement gaps and encourage deepening participation.
- **Sunday Presence:** Participate in Sunday service welcome and greeting, acting as a visible, relational presence in the Narthex and at coffee hour.

Events & Fellowship

Pastoral Care & Community

- **Senior Engagement:** Manage senior population care and engagement programs, ensuring connection with homebound members and developing social/spiritual opportunities for older adults.
- **WOTC Liaison:** Serve as primary staff liaison to the Women of the Church (WOTC) or equivalent groups (e.g., Helping Hands, Pastoral Care teams) to align outreach efforts with parish goals.

Volunteer & Committee Leadership

- **Committee Leadership:** Lead the Engagement Committee, focusing on strategic, long-term initiatives for parish growth and community building.
- **Volunteer Support:** Manage a comprehensive volunteer recognition and support program, identifying talents, providing training, and ensuring volunteer appreciation.

Qualifications & Skills

- **Theological Alignment:** A desire to serve in an Episcopal Church context, with understanding or willingness to learn Episcopal liturgy and welcoming traditions.
- **Relational Skills:** Strong interpersonal skills; ability to make people feel seen, welcomed, and valued.
- **Administration:** Experience with church database management (e.g., Realm, Servant Keeper) and tracking, or capability to learn these systems rapidly.
- **Event Management:** Demonstrated ability to plan, organize, and execute events from conception to completion.
- **Volunteer Management:** Experience recruiting, training, and supporting lay volunteers.
- **Leadership:** Ability to lead teams and collaborate with clergy, staff, and vestry.

FLSA Status: Exempt

Reports to: Interim Rector or Rector

Pay: Commensurate with experience.

Benefits: Trinity Episcopal Church offers a benefits package designed to provide for the well-being of its employees and their families. Benefits for full-time employees include health, dental, vision, life, and disability insurance; competitive compensation and retirement benefits; paid personal and sick leave, tuition remission at Trinity Episcopal School, and professional development opportunities.

Trinity Episcopal Church provides equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, citizenship, marital status, familial status, age, sexual orientation, gender identity, genetic information, pregnancy, childbirth or related medical conditions, disability or any other protected category in accordance with applicable Federal, State, and local laws.

This position requires a regular Sunday morning presence, with flexible hours during the week to accommodate evening meetings, events, and pastoral visits.

Those interested in applying should send a resume, cover letter, and references to Trinity's HR Director, Gabriella Frank at: gfrank@trinitynola.com