



CHURCH OF THE RESURRECTION

Inviting everyone into a
transforming
relationship
with Jesus and His
church

Job Description Belong Director

Date: July 1, 2026

Supervisor: Fr. Will Chester, Associate Rector

Staff Teams: Administrative and Operations

Status: Full-time

Role: Guide newcomers from “visiting” to “belonging” through volunteering and membership

Salary Range: \$43,680 - \$47,840 based on experience and education

Candidate Profile: A *connector* who is *systems-oriented* and *passionate* about worship and ministry at Church of the Resurrection. As a connector, this candidate loves meeting new people and setting them on a path for deeper involvement. They love the feeling of watching someone find their place at Resurrection. As a systems-oriented leader, this candidate understands that sustainability requires systems in which volunteers thrive because they have great training and communication. This role combines a high level of personability and administrative tenacity.

Essential Responsibilities & Duties:

1. **Volunteering** - Champion the vision that “the best way to feel at home at Rez is by serving” as you manage two groups of Sunday volunteers
 - a. *Sunday Guest Experience Teams* - Create a Sunday morning culture of warmth and hospitality by overseeing the volunteer teams that serve in the common area or “Narthex” (Welcome Team, RezCafe, Safety Team)

- i. Train and Recruit Lay Leaders
 - ii. Ensure appropriate coverage and leadership structures as needed, build and maintain clarity in roles and scope of responsibility.
 - iii. Schedule Volunteers in advance
 - iv. Maintain inventory through collaboration with Lay Leaders (especially RezCafe) and keep the Welcome Center and RezCafe organized and compliant with food safety regulations.
 - v. Collaborate with Communication Director on online and print resources for newcomers that increase engagement
- b. *Sunday Liturgical Teams* - Facilitate beautiful worship and sacramental participation through volunteer teams that make our liturgical services happen (i.e. Altar Guild, Ushers, Eucharist Ministers, Lay Altar Servers, Acolytes, and Special Event Teams)
- i. Coordinate Sunday Services (1x/mo)
 - ii. Train and Supervise *Sunday Service Coordinator(s)* who coordinate services 3x/month
 - iii. Train and Recruit Lay Leaders to lead Altar Guild and Usher teams.
 - iv. Schedule Volunteers months in advance
 - v. Ensure appropriate coverage and leadership structures for each team as needed. Build and maintain clarity in roles and scope of responsibility. Ensure supplies (Eucharist, checklists, etc.) and facility are prepared for services.
 - vi. Maintain inventory through collaboration with Lay Leaders (especially Altar Guild) and keep the Sacristy & Sacristy Storage areas organized.
 - vii. Delegate workflow for facility-related tasks to Facility Assistant (or other staff/volunteers managing Liturgical Arts).
 - viii. Keep clergy informed about changes or important information related to their roles in the service.
 - ix. Holy Week
 - 1. Recruit, schedule, and support special volunteer teams for Holy Week (Parking, Liturgical Arts, Vigil Coordinators, etc.)
 - 2. Ensure communication and collaboration between departments about special service details
 - 3. Oversee purchase and setup of church-provided meals and special supplies for volunteers and staff. Collaborate with the Facility team to ensure Holy Week facilities needs are met.
- c. *Cross-collaboration* in recruiting - facilitate connections for interested lay individuals to serve in other areas of the church (e.g., RezKids, RezYouth, Music, Good Neighbor Teams, RezPrison, etc.)

2. Membership - Guide guests into full participation in the church through our assimilation and membership process, *The Belong Pathway*

- d. *First Step (Sunday mornings, 3x/year, 2 wk duration)*
 - i. Host First Step through scheduling event; submitting comm forms; coordinating food, setup, cleanup; coordinating teachers along with other staff/vestry/volunteers
 - ii. Reach out to Guest Center visitors who fill out cards to invite them to First Step
- e. *Welcome Group (Sunday afternoons, 2-3x/year, 5 wk duration)*
 - i. Host Welcome Group - scheduling host home; inviting visitors and First Step attenders; coordinating food, setup, cleanup; coordinating teachers
- f. *Confirmation (Sunday afternoons, 1-2x/yr, 8 wks)*
 - i. Create and maintain Confirmation binder with syllabus and handouts for the session
 - ii. Oversee registration
 - iii. Set up/clean up meeting room
 - iv. Track attendance
 - v. Help alumni get connected and involved at Resurrection
 - vi. Organize and execute logistics for confirmation retreat (food, handouts, teachers, worship leaders)
 - vii. Support leadership and offer prayer/relational presence at confirmation retreat
 - viii. Coordinate childcare as necessary
- g. *Confirmation Service (Sunday mornings, 1-2x/year)*
 - i. Communicate with confirmands about document requirements and class attendance
 - ii. Coordinate with Lay Canon to the Ordinary (Brenda Dumper) and Music Director to plan services
 - iii. Coordinate with Communications Director to design bulletin
 - iv. Run the rehearsal
 - v. Guide the confirmands through the service
 - vi. Order and prepare crosses and candles/other materials for service
 - vii. Report list of those confirmed and received to Diocese

Fair Labor Standards Act (FLSA)

Status: Exempt (full-time)

Duties: Administrative

Description: Exempt, full-time = No overtime paid.

FLSA does not apply because the position's minimum salary test and executive/professional/creative professional/administrative job duties are met.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Office & Admin position
- Receive undergraduate degree level of education preferred
- Frequently work weekends, specifically Sundays
- Must be able to sit in a stationary position for 50% of the time
- Must be able to stand and walk for 50% of the time
- Occasional kneeling and bending to re-stock supplies.
- Occasional reaching to gain access to supplies.
- Constant operation of a computer
- Able to provide accurate information to individuals (parishioners, staff, etc.) who have inquiries about sermons, service events, projects, etc
- Identify material from a computer with a 13in screen.

This job description is subject to change at any time.