

**Parish Operations & Children and Youth Formation Coordinator**  
**St. Anne's Parish — Annapolis, Maryland**

**Status:** Full-Time

**Hours:** 40 hours/week

**Schedule:** Sunday–Thursday

**Reports to:** Associate Rector/Rector's Designee

**Works Closely With:** Clergy, Preschool Director (PASA), Parish Administrator, Volunteers

**Role Summary**

St. Anne's Parish seeks a gifted, organized, and relational leader to serve in a full-time interim role integrating children and youth formation coordination, PASA spiritual life support, and parish operations and logistics. As such, it is a coordinating, curatorial, and operational role that supports clergy-led worship and formation while ensuring that programs, people, and systems function smoothly and coherently.

The position is especially well-suited to someone who loves both ministry and structure—who understands that good formation depends not only on vision and prayer, but also on calendars, communication, preparation, and follow-through.

**Core Areas of Responsibility**

**1. Children & Youth Formation (Coordination Focus)**

*Pre-K through Grade 12*

- Coordinate Sunday School, Movement & Music, Godly Play (in collaboration with designated leaders), and Youth Group
- Support and implement Episcopal-grounded formation curricula under clergy guidance
- Recruit, train, schedule, and support volunteers
- Coordinate seasonal and intergenerational parish events (e.g., Advent Wreath Workshop, Christmas Pageant, Shrove Tuesday, Easter Egg Hunt)
- Organize Vacation Bible Camp
- Organize youth retreats, mission opportunities, and diocesan participation
- Ensure consistency, communication, and pastoral continuity across age groups

**2. Preschool for the Arts at St. Anne's (PASA) – Spiritual Life Support**

- Coordinate and support chapel, ensuring readiness, materials, scheduling, and flow
- Serve as a pastoral and relational presence for PASA children, families, and staff
- Collaborate with the Preschool Director to integrate age-appropriate spiritual practices into school life
- Support teachers in nurturing children's spiritual formation (without extending into full-day teaching responsibilities)
- Strengthen the visible and lived connection between PASA and the parish.

**3. Parish Operations & Ministry Support**

- Support parish scheduling, calendars, and ministry logistics
- Maintain parish records, registers, and database systems
- Prepare bulletins, formation materials, and program resources
- Assist with parish communications, mailings, and stewardship support
- Coordinate sacramental logistics (baptisms, funerals, memorials) in collaboration with clergy
- Support historical, cemetery, archival, and educational initiatives as needed

- Coordinate room use, signage, supplies, and event logistics
- Serve as a reliable operational partner to clergy, staff, and volunteers
- Handle confidential information with discretion and professionalism

### Work Rhythm

- **Sunday:** Children's and Youth Formation coordination and support
- **Monday–Thursday:**
  - Parish operations and administration
  - PASA spiritual life coordination
  - Planning, preparation, communication, and volunteer support
- *Periodic Saturdays:* (Commensurate Time off for Saturdays worked will be given.)
  - Children/youth events, retreats, and major parish gatherings.

### Qualifications & Dispositions

We are seeking someone who is:

- Grounded in Christian faith and energized by ministry with children and families
- Highly organized, dependable, and attentive to detail
- Warm, collaborative, and confident working with clergy, educators, volunteers, and parents
- Skilled in planning, communication, and follow-through
- Comfortable with databases, calendars, digital tools, and parish systems
- Familiarity with Episcopal/Anglican tradition is strongly preferred.

### Relevant experience may include:

Church ministry, chaplaincy, education, nonprofit administration, parish operations, or related fields.

### Position Details

- **Status:** Full-Time
- **Location:** On-site at St. Anne's Parish, Annapolis
- **Compensation:** Commensurate with experience
- **Physical Requirements:** Ability to work in historic buildings with stairs
- **Relocation Assistance:** Not available

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### How to Apply

Please submit a cover letter and résumé to:

**Nancy Pollack**

 [npollack@stannes-annapolis.org](mailto:npollack@stannes-annapolis.org)

**Subject Line:** Parish Operations & Children/Youth Formation Coordinator

Applications will be reviewed on a rolling basis.