

Parish Life Pillar Job Description

3-28-09

The Parish Life Pillar encompasses all church activities not under the Worship, Christian Education, Outreach, and Arts pillars. These include:

Communications: *The editors of the Gospel according to St. Mark's newsletter, telephone directory publishers, Web site coordinator, and the e-group coordinator,*

Social Events: *Mardi Gras, Crab Feast, Parish Picnic (Sept.), certain receptions (e.g., Christmas Eve)*

Interest Groups: *20s and 30s, Film Club, Lambda Lions, College of Crustaceans, Man to Man, Reading Group, Third-Agers, Women to Women, Caregivers*

The Pub of the Winged Lion: *Pub Steward (beverages), Brewmeister's group, Pub Lunch coordinator(s), Coffee Hour coordinator(s), Kitchen Committee, Pub Treasurer*

Parish Librarian, Historians, Lichfield Cathedral (U.K.) Liaison

The duties of a parish life pillar co-chair include the following:

- Gather information in June from groups that require space in the church in the coming year. All interest groups but the Lambda Lions and the Film Club have held events in the church. Mardi Gras, the Crab Feast, and the Parish Picnic (if held) also need to be listed.
- Attend a meeting with the Vestry pillar liaison to chart these dates on a master calendar and work out any scheduling conflicts.
- Update telephone directory and newcomers' brochures with names of new leaders.
- Tell parish life leaders how to submit expense vouchers. Parish Life co-chairs sign vouchers for accounts #50930 (for coffee hour) and #51130 (for other parish life expenses). Vouchers are available online, in the undercroft, or at Baxter House. Signed vouchers can be put in the bookkeeper's box in the undercroft or sent to Baxter House.
- Attend "pillar" meetings with the senior warden and Vestry representatives and other co-pillars. In 2008-2009, these were every other month.
- Keep in touch with the Vestry pillar liaison and the treasurer.
- Encourage parish life groups to interact with each other and with individuals under different pillars to fulfill priorities adopted by the Vestry and to support and expand their projects.
- Determine the budget needs of those groups requesting funding for the next year. Most do not request funds or get funds from other accounts (e.g., pub lunch and pub are under the Pub Fund; Mardi Gras under the Social Events Fund).
- Determine, with the Vestry pillar liaison and the treasurer, what expenses can be reimbursed.
- Encourage interaction of groups to deepen relationships and fulfill Vestry priorities.
- Submit not more than one page of accomplishments for the annual meeting in April.
- Find leaders to succeed you as co-chairs (usually done by the annual meeting at Shrine Mont).