

Director of Parish Operations & Family Ministries

St. Philip's Episcopal Church — Joplin, Missouri

Full-Time, Exempt | \$45,000–\$50,000

About the Role

St. Philip's Episcopal Church is seeking a self-directed, organized, and personable individual to serve as our Director of Parish Operations and Family Ministries. This position coordinates and implements the parish's administrative duties of the parish and oversees the formation of children and youth.

Roughly 60% of the role is devoted to parish operations (e.g. managing the office, maintaining membership records, producing weekly bulletins and digital communications, and overseeing the parish website and social media). The remaining 40% is focused on children and youth formation (e.g. developing curriculum for grades 1–12, teaching when appropriate, leading Sunday School and Wednesday evening programming, and recruiting and supporting volunteer teachers).

We are looking for someone who can manage an office Monday through Thursday while showing up with warmth and creativity for kids and families on Sunday mornings and Wednesday evenings.

Qualifications:

Required

- Bachelor's degree, or five years of relevant work experience
- Strong organizational and communication skills
- Proficiency with standard office and digital communications tools
- Committed Christian with a passion for discipleship
- Background check and Safe Church training required

Preferred

- Familiarity with the Episcopal Church's structure and liturgical life
- Theological education or formation background
- Experience working with children and/or youth in a church or educational setting

Schedule

Full-time, approximately 40 hours per week. Includes regular office hours Monday–Thursday, with Sunday morning and Wednesday evening presence expected.

To apply, please submit a cover letter and resume to rector@stphilipsjoplin.com