

**Ministry Partner Liaison
St. John's Episcopal Church
5649 Mount Gilead Road
Centreville, VA
www.stjohnscentrevill.org**

Description:

The Ministry Partner Liaison works with and oversees partnerships between the organizations known as Ministry Partners who use the St. John's Episcopal Church facility. The liaison acts as a representative of St. Johns in daily contact with the Ministry Partners. Excellent oral and written communication skills in English are required. Knowledge of Korean and/or Spanish would be a plus. General familiarity with church functions and operations is preferred. The position is part time, 10-15 hours per week and the exact hours are flexible. Salary: \$24 per hour to start.

Job Responsibilities:

To manage the relationships between St. John's and its Ministry Partners, the Ministry Partner Liaison will:

Oversee each Ministry Partner's agreement. Standardize and redraft existing agreements, facilitating renewals as necessary.

Know the rules, regulations and conditions regarding Ministry Partners' Letter of Use Agreements and St. John's Facility Use Rules and Regulations.

Maintain and update contact names and information for each of the Ministry Partners, communicating important dates and information on a regular basis.

Maintain regular contact with St. John's staff to ensure that Ministry Partners' issues are brought to their attention, proper payments are made, and full accountability is maintained.

Additional duties will include overseeing the usage of Saint John's physical campus and ensuring that all users abide by facility rules. To this end, the Liaison will:

Have full knowledge of room usage and terms, including times and days spaces are used, to be shown on a facility-wide calendar.

Be aware of the physical condition of classrooms, the Historic Church, Parish Hall, kitchen and public areas, ensuring that Ministry Partners abide by their Use Agreements with respect to agreed-upon times, cleanliness, etc.

Resolve any conflicts among Ministry Partners including problems/questions concerning HVAC, storage, access issues, etc.

Bring maintenance and repair issues to the attention of appropriate St John's staff and/or responsible persons. Provide access to the St Johns facility for repair personnel.

Arrange with Ministry Partners and others for use of the facility for special events like weddings, funerals and other events, ensuring that proper arrangements and timely payments are received.

How To Apply:

Please send a cover letter describing your experience and qualifications and/or your resume to stjohnscentrevillehiring@gmail.com.