



## **Staff Coach ~ Job Description**

**Title:** Staff Coach  
**Department:** Parish Transformation  
**Reports To Title:** Director of Coaching/ Head of Parish Transformation  
**Hours:** PT – 20 hours/wk  
**Location:** Remote, based out of Timonium, Maryland; Will include some travel

### **Position Summary:**

*The Staff Coach plays a key role in supporting the transformation of Catholic parishes through parish and 1:1 coaching, and consulting in the Rebuilt model and anchors. This part-time position works directly with parish leaders to implement Rebuilt's model and offers strategic guidance and consulting. Coaches may also provide one on one leadership coaching. Coaches may assist with coaching related projects at times. Ideal candidates are experienced ministry leaders or consultants with coaching experience and with a passion for making disciples and a desire to walk alongside parishes in renewal.*

### **Key Responsibilities:**

#### **Area 1- Parish Coaching & Consulting**

- Serve as a lead coach for assigned parishes, providing 1:1 coaching to pastors and leaders using Rebuilt's coaching model.
- Guide parishes through Rebuilt's transformation process and key strategic initiatives.
- Support implementation of tools, processes, and priorities aligned with the parish's renewal goals.
- Provide mentorship to partner coach.
- Occasional visits to parishes and evaluation of weekend experience.
- Lead occasional Strategic offsites for parishes.

#### **Area 2 - Collaboration & Learning**

- Participate in biweekly coach meetings, and learning sessions and bi-annual in person training.
- Collaborate with the Head of Parish Transformation and other coaches to share best practices and ensure consistent efforts.

#### **Area 3 - Ad Hoc Projects**

- Contribute to the development or delivery of special projects as needed (e.g., resource development, course facilitation, internal initiatives).
- Provide insight, resources, or feedback to strengthen Rebuilt's offerings.

### **Qualifications**

- Must have professional coaching experience and related certification.
- Demonstrated experience in parish ministry, leadership, or consulting.

- Strong interpersonal, communication, and listening skills.
- Self-starter with the ability to manage time and tasks independently.

### **Preferred Qualifications**

- Experience in coaching/consulting/working with church leaders
- Familiarity with Rebuilt's vision and approach to parish renewal.
- Comfort with digital tools (Zoom, shared documents, task platforms).

### **Education:**

Bachelor's degree or equivalent experience in ministry, leadership or related fields preferred

### **Experience/Special Skills or Knowledge Areas:**

- Experience working in or with Catholic parishes in ministry.
- Knowledge of parish operations.

### **Supervisory Responsibilities:**

- none

### **Why Join Rebuilt?**

- Mission-driven work—you'll be helping parishes grow and make disciples.
- A collaborative and passionate team committed to Church renewal.
- Opportunity for impact—your efforts will directly influence parish transformation across the country.
- Flexible, remote work environment with occasional travel

### **Competencies:**

#### **Builds Relationships**

- Develops and leverages effective working relationships with other members of Rebuilt Staff, as well as ministers and church members
- Gains acceptance by understanding the viewpoints of others and seeking win-win solutions

#### **Communicates Effectively**

- Provides clear, consistent, and timely communications
- Gives compelling reasons for ideas and recommendations
- Hours of work varies

#### **Strategic Focus**

- Continually works to create an irresistible environment at Rebuilt
- Works to see around the corner to anticipate future trends and consequences
- Translates Rebuilt's vision into clear and effective plans

#### **Delivers Results**

- Develops and consistently executes performance objectives
- Can be counted on to achieve goals successfully
- Consistently performs and adds value

*Rebuilt Parish Inc. offers a comprehensive benefits plan and competitive salaries.*

**Submit your resume to: David Makela, [david@rebuiltparish.com](mailto:david@rebuiltparish.com)**