



POINT HOPE

PRESBYTERIAN CHURCH

Job Title: Ministry Coordinator

Reports to: Senior Pastor

Part Time: 20 hrs a week; Tuesday-Friday & Sunday mornings

Pay: Competitive and Commensurate with Skillset

Position Summary: Point Hope Presbyterian Church is seeking a Ministry Coordinator to join our team. The Ministry Coordinator will be responsible for ensuring that the ministry vision and tasks are executed. This individual will be both people-oriented as well as task-oriented, acting as the glue that helps bring the team together and move it forward.

Core-Values: Gospel Centered,

Responsibilities: The Ministry Coordinator will be responsible for the following essential duties:

Administration

- Manage weekly bulletin publication
- Manage weekly church-wide communication update through Mailchimp
- Maintain Planning Center/Church Center/Squarespace
- Maintain church records
- Manage senior staff calendars

Volunteer Management

- Recruit, train, and manage volunteers for weekly church service and events
- Oversee service teams
- Assist with ministry teams

Event Coordination & Management

- Plan and coordinate large church events
- Assist ministry teams with event planning and coordination with church calendar.

Contract Worker Management

- Manage contract workers such as musicians and childcare providers

Supply Management

- Manage supplies for worship, hospitality, and office needs

Qualifications

- Demonstrates humility, a sense of humor, warmth, and an encouraging attitude
- Teachable and demonstrates a hunger to grow
- Possesses excellent people skills
- Demonstrates strong time management skills and attention to detail
- Dependable and able to follow instructions
- Possesses proficiency with technology, including ability to learn new programs and applications.

Ideal Hire

- A person who both demonstrates a desire to serve and help others; who masterfully handles administrative tasks and event management. This person is comfortable talking and leading others and encouraging others in a warm-hearted way to volunteer and join in on the vision of the ministry. This person has a heart for serving and the desire to see other serve as well.

If you both meet the qualifications and are excited about the opportunity to join our team at Point Hope Presbyterian Church, please submit your resume to Matt@pointhopepres.com