

Ministry Coordinator

First Presbyterian Church San Mateo
a church for the community

Position description:

Ministry Coordinator

Status: Full-time (30-40 hours per week), salaried

General Purpose of Position:

Mission implementation, project planning and coordination, administrative support, and curriculum procurement or development for FPCSM's discipleship and outreach ministries, including assisting the pastor and other staff in the overall ministry of the church.

Organizational Relationship and Supervision:

The ministry coordinator reports directly to the senior pastor and is ultimately accountable to the Human Resources Team.

Responsibilities:

1. Provide leadership, coordination, communication, and general assistance for outreach ministries such as Live Nativity, Community Sundays, and the 25th Avenue Farmer's Market.
2. Provide leadership, coordination, communication, and general assistance for in-house and discipleship ministries such as Discover First Pres classes, Life Groups, Alpha, Bible studies, special events, and other various ministries.
3. Equip and empower members of the congregation for various ministries, including helping them identify their gifts and then finding joy-producing and effective places for them to serve. Equip people to equip people.
4. Get to know people who are new to the congregation and help connect them with others in the congregation who can encourage them and help them to grow in Christ.
5. Coordinate and oversee the bringing together with other staff of effective internal and external communications vehicles (e.g. weekly eNews; quarterly newsletters; FPCSM's website; campus signage; and an engaging and consistent social media (i.e. Facebook, Instagram, etc.) presence.
6. Serve as a staff resource person and liaison to various teams and organizations as assigned, including the Discipleship & Equipping Team, the Community Outreach Team, and the Communications Team.
7. Assist the Senior Pastor and Director of Finance and Operations with the long-range planning of items for the church's master calendar.
8. Sunday morning responsibilities include administration and sometimes light physical tasks in support of discipleship and outreach ministries.
9. Attend regularly scheduled and specially called staff meetings, team meetings, Session (i.e. elder board) meetings and other meetings as directed by the Senior Pastor.

Qualifications and Aptitudes:

1. A demonstrated love for God and an all-out devotion to Jesus and following him!
2. Stellar communication skills, both written and verbal.
3. Exceptionally organized and loves to plan, schedule, and follow up.
4. A team player with great energy, a hopeful attitude, and healthy interpersonal skills.
5. Enjoys meeting people, connecting people, and empowering people.
6. Able to multi-task, prioritize, and stay calm and positive in a sometimes hectic environment.
7. Solves problems creatively and strategically.
8. Has a servant-oriented heart and is committed to the big picture.
9. Enjoys working with individuals and teams, both staff and volunteers.
10. Operates with integrity and appropriate confidentiality.
11. Adept at and comfortable with basic desktop and online software.

Compensation: This will be a salaried position, based on an hourly rate of \$20 to \$30 per hour, commensurate with education and experience.

Hours: This position is 30 to 40 hours per week, including somewhat flexible weekday and Sunday morning hours.

Benefits: Paid vacation; paid sick leave; and health and dental insurance. If the position is less than 35 hours, benefits will be prorated.

Who we are:

We are a loving community of people seeking to honor God, follow Jesus, and make a positive impact in our local and global communities through the gospel. Our stated mission *is to honor God by helping people become fully-devoted followers of Jesus.*

Our values are:

1. Jesus Christ as Lord
2. Loving God wholeheartedly
3. God's Word as foundational
4. Equipping all for ministry
5. Telling God's good news
6. Generosity
7. Compassion and social justice
8. Prayer and healing
9. Children, youth, and families
10. Community

If you are interested in this position, please contact Angela Comstock, chair of FPCSM's HR Team, at bellcomstock@pacbell.net.