



Ministry Coordinator

Position description:

Ministry Assistant (MA)

Status:

Part-time (20-35 hours per week)

General Purpose of Position:

Coordination and support of various church programs, project planning, administrative support, and mission implementation, including assisting the Pastor and other staff in the overall ministry of the church.

Organizational Relationship and Supervision:

The MC reports directly to the Pastor and is ultimately accountable to the Human Resources Team.

Responsibilities:

1. Provide leadership, coordination, communication, and general assistance for outreach ministries such as "Christmas Under the Stars," Farmers' Market, and Worship Fuel.
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, and other various ministries.
3. Event coordination, including for regularly scheduled events (e.g. "Lunch with the Pastor") and special events.
4. 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.
5. 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.
6. Draft, 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.
7. Serve as a staff resource person and liaison to various teams and organizations as assigned, including the Discipleship & Equipping Team, the Community Outreach Team, the Church Life Team, and the Communications Team.
8. Sunday morning responsibilities include various tasks in support of discipleship and outreach ministries.
9. Attend regularly scheduled and specially called staff meetings, team meetings, and other meetings as directed by the 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, that reflect an awareness of one's audience.
3. Exceptionally organized and enjoys planning, scheduling, and following 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. Comfortable with current technology, computer applications, and on-line tools.

Compensation:

\$22 to \$28 per hour, commensurate with education and experience.

Hours:

This position is currently scoped at 20-35 hours per week, including somewhat flexible weekday and Sunday morning hours.

Benefits:

Paid vacation; paid sick leave; and health and dental insurance, all prorated for less than full-time.

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