

Ministry Program Coordinator Job Description

Job Title: Ministry Program Coordinator

Classification: Half-time, non-exempt

Reports to: Co-Pastor

Date: 5/7/19

The Role: Neland Avenue Christian Reformed Church is on a journey, aiming to live in true community with our neighbors and make the gospel a reality in our congregation, our neighborhood, our city, and our world. As we shape our future together, the **Ministry Program Coordinator** will have a critical role to assist those in the broader Neland community to make connections, address injustice, grow spiritually, participate in gifts-based ministry, support leadership development and growth, and develop sustainable partnerships for the purpose of spiritual and social transformation. The **Ministry Program Coordinator** will support Neland's ministry priorities through program development, organizing, coordinating and evaluation so that Neland's ministries carry out its mission.

Qualified candidates will possess the following Minimum Requirements:

- Faithful follower of Jesus Christ with an ability and desire to express a personal Christian faith commitment to others.
- Strong alignment with Neland's mission and vision.
- Minimum of two years of experience in a non-profit, community organization, or church.
- Experience leading church-sponsored programs using volunteers.
- Strong organizational abilities.
- Strong interpersonal, hospitality, and verbal and written communication skills.
- Self-motivation, with the ability to manage personal workload with minimal supervision.
- Ability and willingness to work well in a team-based work setting, building effective work relationships using collaboration skills.
- Professional attributes of dependability and confidentiality.
- Bachelor's or an Associate's degree in a related field.
- Previous experience in an ethnically diverse non-profit, community organization, or church is preferred.

(Minimum requirements are updated annually to meet the demands of various positions; employees hired prior to the latest revision update may not meet all current requirements)

Essential functions:

Collaborating & Connecting:

- Team with the pastors, council, and other staff to guide, direct, and manage the ministries of the church, as appropriate to each ministry.
- Serve as a regular member of the Ministries Committee.
- Coordinate planning and execution of new leader orientation for ministry volunteers.
- Collaborate with Safe Church Coordinator to ensure all ministries, volunteers, and participants are compliant with Safe Church policy and are regularly trained on best practices for Safe Church.
- Attend and participate in staff meetings, providing resources and connections to support effective, coordinated ministry.
- Using database resources and knowledge of congregational interests, promote volunteer engagement with ministry programs.

Equipping & Empowering:

- Work with staff, pastors, ministry leaders, and Ministry Committee to provide timely and accurate communication with the congregation and community regarding ministry opportunities.
- Serve as coordinator for Sunday and mid-week school year ministries and summer ministries, including Church School, The Next Generation, Cadets, GEMS (Girls Everywhere Meeting the Savior), Bible studies, and other programs supervised by the Ministries Committee.
- In collaboration with Ministries Committee, ensure that all ministries have adequate leadership, and be present during ministries on Wednesday evenings.
- Coordinate training for ministry leaders, staff, and volunteers on issues such as effective discipline, coordinated communication, cultural competency, and church policies.
- Maintain a centralized record of church ministries and activities, connecting congregational and community gifts, interests, and needs with available resources and areas of service.
- Ensure ministry facility usage is appropriately scheduled along with Building Manager to ensure usage follows Building Committee guidelines.
- Participate with community outreach activities, and lead specific projects when appropriate.

Promoting, Prioritizing & Planning:

- Promote Neland's ministries and opportunities to serve in a variety of print and online-mediums.
- With Ministries Committee, assist program leaders with program descriptions, annual goals, annual budget and effective monitoring of progress on goals.
- Connect with other community, denominational, classis, council and neighborhood resources to promote partnership and synergy. Promote these opportunities for all involved in Neland's ministries.
- Maintain Ministry program schedules.
- Maintain consistent office hours on schedule approved by Co-Pastors.