

Ministry Program Coordinator Job Description

Job Title: Ministry Program Coordinator

Classification: Part-time (20 hrs/wk)

Reports to: Chair of Ministries Committee

Date: June 11, 2024

Neland's Mission: Neland Church seeks to be a community of hope where all will experience and extend the deep welcome of Christ.

The Role: The Ministry Program Coordinator will support Neland's ministry priorities through program development, organizing and mobilizing of volunteers, and helping to connect Neland church with its neighbors.

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
- Experience in a non-profit, community organization, or church
- Experience leading church-sponsored programs using volunteers
- Strong organizational abilities
- Strong interpersonal, hospitality, and communication skills, both verbal and written
- Self-motivation with the ability to manage personal workload with minimal supervision
- Ability and willingness to work well in a team-based 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
- Experience working in an ethnically diverse organization is preferred

Essential Functions:

Collaborating and Connecting:

- Team with pastors, council, the Ministries Committee and other staff to plan and execute the ministries of the church, as appropriate to each ministry. (Examples are neighborhood walks, Wednesday night kids program, end of summer block party, etc.)
- Connect with other community, denominational and neighborhood resources to promote partnership and synergy, such as partnership with the King Park Neighborhood Association and Wayne Squires and the Bates Place Neighbors program of community development
- Work with the building manager to schedule and carry out ministry activities that utilize the church building
- Work with the church Administrator to insure clear communication and complete coordination of all church activities
- Attend Ministry Committee meetings as needed

- Use database resources and personal knowledge of congregational interests to promote volunteer engagement with the ministries programs

Equipping and Empowering:

- Work with staff, pastors, ministry leaders, and Ministry Committee to provide timely and accurate communication with the congregation and community regarding ministry opportunities
- Work with the Ministries Committee to ensure that all ministry activities have adequate leadership
- Assist the Ministries Committee in training for ministry leaders, staff and volunteers on issues such as effective discipline, coordinated communication, cultural competency and church policies

Promoting, Prioritizing and Planning:

- Promote Neland's ministries and opportunities to serve in a variety of print and online-mediums
- Respond promptly and directly to Neland members who request additional information or clarification regarding Neland's ministries
- With Ministries Committee, assist program leaders with program descriptions, annual goals, annual budget and effective monitoring of progress on goals
- Maintain Ministry program schedules
- Maintain consistent office hours
- Regular participation in worship and the life of Neland church (membership encouraged but not required)