

Ministries Coordinator Job Description

Neland Church

Job Title: Ministries Coordinator

Classification: Full-time, 40-hours per week

Location: This is an in-person, on-site, position, with some flexibility considering the nature of the position.

Position Description: Neland Church seeks to be “a community of hope where all will experience and extend the deep welcome of Christ.” As we pursue this mission together, we seek a gifted Christ-follower to help connect, equip, and organize us in our efforts to serve *with* our neighbors in the King Park Neighborhood, and beyond. This **Ministries Coordinator** will seek to further us in our SOFT Vision goals (see link on last page) by building relationships, drawing out gifts, developing leaders, working with partners, addressing injustice, and neighbor-ing in a way that makes God’s welcome clear. They will also help to coordinate Neland’s programs, equipping and encouraging ministry volunteers, and doing their utmost to promote safety and inclusion.

Reports to: Administrative Committee of Council

Salary Range: \$50,000 - \$70,000 (commensurate with experience and education); plus benefits

Qualifications: Ideal candidates possess most of these qualifications

- Faithful follower of Jesus Christ, with an ability and desire to express a personal Christian faith commitment to others.
- Strong resonance with and support for Neland’s mission and vision.
- Experience working in a non-profit, community organization, or church.
- Experience leading programs and coordinating 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.
- A Master’s or Bachelor’s degree in a related field.
- Experience working in an ethnically diverse organization is preferred.

Essential Functions:

Connecting and Collaborating:

- Team with pastors, staff, the Ministries Committee, and the Faith Formation Committee, to carry out the goals of the position as described (above).
- Build relationships with those in the church, the neighborhood, and the broader community, and help others connect and build relationships.
- Seek to meet regularly with members of both the church and community to connect them in common interests and causes in our city.
- Partner with other churches, non-profits, and community organizations in initiatives that advance our SOFT goals and Neland's mission (for ex. King Park Neighbors, Together West Michigan, Bates Place Neighbors, Oakdale Neighbors, Baxter Community Center, LifeQuest, and the many area churches).
- Work with the Building Manager and program leaders to schedule and carry out ministry activities that effectively utilize the church building.
- Work with the Church Administrator to ensure clear communication of all ministry program activities.
- Regularly attend Staff meetings, Ministries Committee meetings, and Administrative Committee meetings (when requested).
- Ensure ministries have trained, mission-aligned volunteers to help them flourish. Use database resources and personal knowledge of congregational interests to promote volunteer engagement with the ministries programs and ensure volunteers have relevant, timely information to serve well and remain supported and inspired in their work.
- Participate in ongoing anti-racism training and church-wide efforts to become an anti-racist institution.

Equipping and Empowering:

- Work with staff, pastors, ministry leaders, Ministries Committee, Faith Formation Committee to provide consistent and timely communication with the congregation and community regarding ministry programs, events, and opportunities.
- Assist in identifying and developing new leaders for ministry programs. Draw on both community and approved outside resources to assist in the training.
- In collaboration with Ministries Committee and Faith Formation Committee, ensure that all ministries have adequate leadership.
- Lead in the planning of a Fall Ministries launch, and Spring Ministries celebration each year (Sept/May), for orientation and appreciation of ministry volunteers.

- Collaborate with the Safe Church Team and Church Administrator to ensure all ministries, volunteers, and participants are compliant with Safe Church policy and are regularly trained on best practices for Safe Church.
- Assist in training ministry leaders, staff, and volunteers on issues such as effective discipline, coordinated communication, cultural competency, and church policies.
- Serve as general director of Wednesday Night Ministries, including Cadets (boys club), GEMS (girls club), community dinners, and other programs supervised by the Ministries Committee. Offer encouragement and constructive feedback to ministry leaders.
- As necessary, assist with the organization of Sunday Morning ministries: Nursery, Sunday school, Church Education, Catechism, and attend meetings of the Congregational Life and Faith Formation committees.
- Help equip TNG (the youth group) with service and faith formation opportunities when requested.

Promoting, Prioritizing and Planning:

- Promote Neland's ministries and opportunities to serve with our community in a wide variety of print and online media.
- Respond promptly and directly to Neland members who request additional information or clarification regarding Neland's ministries.
- With Ministries and Faith Formation Committees, assist program leaders with program descriptions, annual goals, annual budget, and effective monitoring of progress on goals.
- Coordinate with the Worship Coordinator and Worship Planning Committee re: ministries announcements, celebrations, milestones, commissioning services, etc.
- Maintain Ministries programs schedules.
- Maintain consistent office hours.
- Regular attendance at weekly worship services at Neland is expected.

Additional Information

Neland Church
940 Neland Ave SE
Grand Rapids, MI 49507

Phone: 616-245-0669

Email: office@neland.org

Neland Church website: <https://neland.org>

SOFT Goals: <https://neland.org/community/fellowship/shaping-our-future-together>