

Ministry Coordinator

Reports To

The Ministry Coordinator will report to the Priest Associate.

Job Overview

The Ministry Coordinator will work to engage members of the parish to serve in ministry roles including worship services, outreach opportunities, and parish and community events. The Ministry Coordinator will also assist with proofreading, printing, folding, and distributing communication to the parish, counting money with the Director of Finance, and providing administrative assistance to the Director of Communications and Director of Parish Engagement as needed. This position is 25 hours per week, Monday – Friday.

Responsibilities and Duties

- Encourage parishioners to serve in worship services; track and schedule those who have agreed to serve in different ministries.
- Maintain worship schedule; assign LEM's, Lectors, Intercessors, and acolytes; and prepare calendar of assignments for monthly publication.
- Assist clergy with monthly clergy schedule for preaching, celebrating, and on call.
- Work closely with the Director of Parish Engagement to recruit and schedule volunteers for parish events and community events supported by Nativity.
- Work closely with Outreach Missioner and Outreach Committee to provide volunteers for Outreach projects/events.
- Proofread, print, fold, and distribute weekly Sunday orders of worship and special orders of worship (Funerals, Weddings, Lent, etc.) as scheduled.
- Count and deposit money with the Director of Finance on a weekly basis.
- Provide administrative assistance to the Director of Communications and Director of Parish Engagement as needed.
- Provide administrative support to the Flower Guild and Altar Guild.
- Provide administrative assistance and support for all aspects of worship and other ministries of the parish.

Please send resume to:

Church of the Nativity

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