



## Ministry Coordinator – Job Description

[Church of the Saviour](#) is a nondenominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage our community and beyond to the glory of God. We take the Great Commission and the Great Commandment seriously and generously support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it both a privilege and honor to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things, and we are most fully alive and fulfilled when glorifying him most fully.

As a Ministry Coordinator, you will play a vital role in supporting our staff and ministry volunteers in actively living our vision and mission. Through administrative and operational support, you will help facilitate ministry activities and enable life transformation through the gospel.

This Ministry Coordinator position reports directly to the Business Manager for overall direction, time management, and administrative assignments. In this role, you will be part of the larger Operations team, working with other Ministry Coordinators to support ministry outcomes. This position is full time, non-exempt, and will include but is not limited to the following essential job functions:

### **Primary Responsibilities**

- Greet and serve office visitors' needs in a prompt and courteous manner.
- Address incoming phone and email traffic, ensuring that inquiries and requests are met.
- Outreach/event coordination, planning and managing the execution of weddings, funerals, volunteer fairs, summer camps, Christmas events, etc.
- Become an expert in our church management system, utilizing it to:
  - Maintain and access confidential information on congregants and volunteers.
  - Communicate information to congregants and volunteers.
  - Manage the execution and registration for ministry events
- Arrange ministry meetings as requested by Ministry Leaders by scheduling rooms and A/V equipment, sending invitations and coordinating with Facilities.
- Manage confidential information using discretion in communicating on behalf of the Ministry Leaders.
- Problem-solve and address issues that do not require Ministry Leaders' involvement.
- Order and maintain office supplies, books and curriculum materials as needed.
- Complete and submit accounting forms in a timely manner.
- Receive and sort mail daily.
- Participate as a team player supporting other Ministry Coordinators as needed.
- Manage processes and systems such as the visitor assimilation process, new members, community group registration, volunteer management, PrayerLink, and Realm congregant data.
- Assist with creating, typing, printing, copying, folding, and/or distributing various teaching and communication materials, such as the newsletter, Sunday bulletin, and website updates.

### **Core Competencies and Values**

- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and written skills.
- Detail-oriented with strong organizational skills.
- Ability to work as a team and individually.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.
- A self-starter seeking ways for continuous improvement.

### **Qualifications**

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- A heart for transformational life-on-life ministry that sees this position as a calling and not merely a job.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- Strong computer proficiency, specifically in Microsoft Office 365, including Outlook, Word, Excel, and PowerPoint.
- Ability to change priorities due to pastoral/ministry emergencies.
- One year of office administration experience.
- Bachelor's degree preferred.

**Schedule:** Monday to Friday 8 AM to 4PM

**Average Hours/Week:** 40

**Status:** Full Time, Non-exempt

**Location:** Church of the Saviour – Wayne, PA

**Reports To:** Business Manager

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.

If you are interested, please submit a cover letter and resume to [cindyc@coswayne.org](mailto:cindyc@coswayne.org)