



FAITH CHURCH

Job Description – Ministry Coordinator

Part-Time, 20hrs/week

Faith Church is a group of Christ-followers, mostly living in the Conestoga Valley school district of Lancaster, Pennsylvania. We believe Jesus wants us to pursue the mission of his Kingdom, and we seek to do that by loving God, loving one another, and loving our community, sharing the Good News of Jesus in both word and deed. Our logo tells the story of how we seek to live out that mission. Read that story [here](#). To that end, we are seeking a part-time staff member to help implement these principles by providing coordination to several ministries.

Spiritual Qualifications

- A growing personal relationship with Jesus Christ, demonstrated by the practice of spiritual disciplines and a teachable, humble spirit.
- The willingness to support and encourage the positions of the Evangelical Congregational Church and the mission of Faith Church.
- A balanced approach to ministry and family responsibilities.

Professional Qualifications

- Excellent communication skills (for relationships with the church family and community members).
- Quality administrative skills for working ahead, planning, and organizing various ministries of the church.
- Excellent computing skills, specifically able to demonstrate proficiency with Microsoft Office products (Word, Excel, PowerPoint, Outlook), social media (Facebook, Instagram, etc), and artistic/design skills.
- A bachelor's degree in ministry is preferred.
- Prior experience in church ministry is preferred.

Duties

- Volunteer administration (Youth/Children's Ministry, Nursery, create Volunteer Schedule, etc.)
- Work with teachers to select curriculum for Beginners through Youth classes.
- Administration of church facilities (rental arrangements) and publications (Meeting minutes, bulletin, PowerPoint announcements, signage, social media, website, outdoor sign, etc.)
- Staffing the office and communications (answering phone primarily)
- Stewardship Team financial recording
- Other duties as agreed upon between the Ministry Coordinator, Pastor, and Leadership Team.

Resources for This Ministry

- A computer, if needed.
- The center office in the office suite.

- Church Credit Card (guided by the Church Credit Card Usage Policy)
- The Ministry Coordinator reports to the Senior Pastor and the Leadership Team. Together they will perform an annual job performance review on the Ministry Coordinator.

Remuneration & Benefits:

- Salaried payment, based on the Ministry Coordinator line item in the church budget, subject to annual cost-of-living increases based on performance. Paychecks are given by the 15th and 30th of each month. MC is asked to track their use of time and report it to the pastor twice per month.
- Travel Reimbursement: Up to \$250/year at the IRS mileage rate.
- Paid educational opportunities, such as seminars and conferences, as agreed upon with church Leadership Team.
- Faith Church's Paid Time Off (PTO) Policy: For vacation, holidays, sick & personal days, etc. Policy available upon request.

Work Hours Expectations:

- 20 hours/week (five weekdays at 4hrs/day preferred, but could be four weekdays at 5hrs/day)
- Activity counted toward work requirement: Office hours, prep time before and clean-up time after activities, meetings, office work at home.

Learn More: Get to know Faith Church [on our website](#).

Application Instructions: If you are interested, please submit the following to joel.faithchurch@gmail.com

- Resume
- Story of your faith journey

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