



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 (Children's Ministry, Nursery, create Volunteer Schedule, etc.)
- Support the work of the Serve Teams and Leadership Team. The Ministry Coordinator is a voting member of the Discipleship Serve Team (meetings are 1st Mondays of odd-numbered months at 7pm)
- Children's Ministry Leadership. Work with teachers to select curriculum for Children's classes. Facilitate Children's class teacher training, including observation of Children's teachers on a semi-annual basis.
- Administration of church facilities (rental arrangements)
- Create and distribute church publications (Meeting minutes, emails, PowerPoint announcements, indoor signage, social media posts, church website, outdoor sign, etc.)
- Staffing the office and communications (answering phone primarily)

- Stewardship Team financial recording. Also writing checks and paying bills if the Church Treasurer requires assistance.
- 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 evaluation of 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
 - Preferred: Five weekdays at 4hrs/day in-person, or four weekdays at 5hrs/day in-person.
 - Optional: Remote work is an option, with a maximum of 10 hours/week remote.
- Activity counted toward work requirement: Office hours, prep time before and clean-up time after activities, meetings, office work at home.
- The Ministry Coordinator does not need to be a member or attender of Faith Church, but that is preferred.

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