

Ministry Coordinator Job Description

Reports to: Pastor Nate

Purpose: The ministry coordinator will focus on facilitating our connections pathway from guest first impressions to engagement in groups and community. The role will be key in helping support and build community at Christ First, with a large part providing administrative support for our Women's Ministry.

Relates to: First Impressions & Connections, Women's Ministry, Men's Ministry, Small Groups, & Affinity Groups, & Sunday Serving Teams.

Essential Responsibilities:

Connections

- Provides oversight to connections pathway including entering guest connect cards and follow-up, maintaining welcome bags, restocking promo cards, sending Connect Reception invites, and hosting monthly Connect Receptions
- Assists individuals and families in getting connected to the right ministries, groups, and leaders church-wide
- Runs weekly reports to help track community pathways and engagement

Groups

- Supports Women's Ministry in coordinating women's groups, events, and initiatives.
- Serves with Men's Ministry as needed for logistics and events
- Assists in group leader onboarding with group management systems, room requests, attendance, calendars, and ongoing group procedures.
- Works with pastors to help ensure community initiatives and events are communicated

Community

- Collaborates as needed between Community and other ministries such as Facilities and Events Team
- Helps coordinate annual "I Love My Church Sunday" event to promote groups and community life
- Supports related administrative efforts as needed.

Skills and Abilities:

- Faith posture, servant leadership, kingdom-minded
- Comfortable with technology use and willing to learn new systems
- Organized, professional, attention to detail