

**Concord Church Position Description**  
**Job Title: Ministry Coordinator**  
**Reports to: Assigned Pastor/Director**  
**Updated: November 20, 2015**  
**Exempt (Administrative Exemption)**

## **General Summary**

The position manages all aspects of ongoing ministry programs including planning, organizing, volunteer staffing, leading, and controlling program activities for the assigned Pastor/Director (Ministry Leader).

The Ministry Coordinator exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Plans, organizes, and executes all ministry programs and activities on behalf of the Pastor/Director.
- Develops ministry event budget, establishes controls to ensure that events are produced within or below budget.
- Monitor ministry budget on a monthly basis, collaborate with the Finance Department to ensure that all accounts payable requests and donations received are processed in a timely manner.
- Develops ministry program frameworks and checklists that include a step-by-step task list and activity timelines.
- Creates forms and processes to document ministry program activities, volunteer requirements, and attendance.
- Communicates with volunteers on events, schedules, expectations, and training requirements/opportunities.
- Manages all event training, activities, and files for the ministry.

- Works with the Pastor/Director to create the ministry budget. Manages the budget (including petty cash, accounts payable, etc.) and coordinates financial reporting with the Finance Department.
- Collaborates with the Fund Developer/Grant Writer to explore possible ministry activity funding.
- Provides feedback on ministry programs, activities, and events and makes suggestions for continuous process improvement.
- Attends and successfully completes all training as required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This is an individual contributor role with no supervisory responsibility.

### **Education and Experience**

This position requires a minimum of a Bachelor's degree. A Master's degree is preferred but not required. A minimum of 3 years of ministry coordination or event planning/management experience is required.

### **Physical Requirements**

An employee in this position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers (both at the main church and at remote locations). Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

### **Travel Requirements**

This position occasionally works at a venue outside of the church. A valid Texas drivers' license and acceptable motor vehicle record is required.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.