

White Station Church of Christ Ministry Coordinator Job Description

The Ministry Coordinator works closely with the Administrative Minister, Ministry Team and staff in all areas of church life and office responsibilities. The position requires extraordinary communication and people skills as a primary point of contact with our community and church members regarding ministry, church life and the Community Life Center (CLC).

Work Schedule: 40 hours per week, Mon-Fri, 8:00 am – 4:30 pm

Qualifications and Requirements

- Nurturing servant-leader who is passionate about relationships, serving all with grace
- Ability to communicate professionally, accurately and clearly both orally and in writing
- Must have superior organizational skills and accuracy
- Must be computer savvy and proficient in Word, Excel, Google Docs and internet skills
- Ability to become proficient and manage internal church databases
- Creative problem solver, strategic thinker
- Excellent relational skills working with guests, volunteers and ministry team
- Commitment to confidentiality and personal information of guests, members and staff
- Positive attitude, heart for service and ministry, and great team player
- Member of White Station preferred with knowledge of our ministries and church life

Key Responsibilities

- Greet and assist guests and members to the CLC, creating a positive experience
- Receive and manage benevolence requests from guests to the CLC
- Sees ministry opportunities and provides connections for people to engage
- Manage office supply inventories, workroom and copy machine maintenance
- Update “Daily News Alert” for COCWS daily
- Maintain reservation(s) calendar, communicate and follow up with all involved parties
- Correspondence for Sunday visitors, donations for memorials and birthday letters
- Mail our church bulletin to specified recipients weekly, other mailroom responsibilities
- Contact members serving as communion leaders, prayer leaders and announcements
- Ability to supervise, train and work alongside the Administrative Assistant
- Maintain attendance and contribution statistics weekly
- Other duties as assigned

The Ministry Coordinator is to have a real relationship with Jesus Christ and is to be actively seeking a deeper relationship with Him. This belief is to be lived out in a way that is genuine and clearly evident to others. The Ministry Coordinator must recognize that working as a team is essential to successful ministry and become an engaged, creative member of the staff. The Ministry Coordinator must have a complete understanding of the vision, mission and values of COCWS working alongside ministers, staff, members and volunteers.