

**Ministry Coordinator**  
**College Drive Presbyterian Church**

**GENERAL RESPONSIBILITIES**

The Ministry Coordinator will be directly responsible to the Senior Pastor for coordinating the disciple-making ministries of CDPC.

**SPECIFIC RESPONSIBILITIES**

- 1) Coordinate the ministry efforts of CDPC in cooperation with ministry teams (or session committees) and other staff, including the Senior Pastor, and overseeing administrative elements of church operations
  - Attend committee meetings and prepare notes/reports
  - Engage session and non-session members in attendance and participation
  - Help committee leaders prepare agenda and coordinate with senior pastor
  - Worships regularly with the life of the community
- 2) Work with Ministry Team Leaders to help ministry teams accomplish goals to strengthen the disciple-making process of CDPC by providing reminders, input, and resources to achieving the goals established by the various Ministry Teams:
  - Coordinate efforts with Vacation Bible school
  - Coordinate internships and opportunities with MU
  - Coordinate Sunday school and Christian Ed efforts including possibly leading a study
  - Worship leader/preaching as needed approximately 12 times/year
- 3) Represent CDPC with a receptive, Christ-like presence to the community including answering phones and clerical duties with regular office hours as set by Session.
- 4) Provide support to ministry teams with contact information, facilitating training for volunteers, opening & distributing mail sent to CDPC, and ordering supplies
- 5) Control and monitor building schedule, ensure adequate staffing during all events, and provide building use guidelines to guests, overseeing custodial staff in care of the church building, open/close church building on Sundays and special worship times
- 6) Review all outside solicitation for volunteers and community service to determine suitability within CDPC's mission and distribute acceptable requests to the appropriate ministry teams - including coordinating ministry to shut ins, those with health challenges, and any special personal ministry needs.
- 7) Oversee public relations of CDPC, including design & publication of all print & electronic media (including but not limited to bulletins, website, Facebook, newsletter, etc)
- 8) Represent CDPC in the wider community through CDPC ministry programs and networking with partner agencies and organizations
- 9) Maintain up to date and accurate records including but not limited to membership & associate rolls and contact information, Pantry Fund, etc.
- 10) Communicate with Members, Assoc. Members, attendees, or community members regarding concerns, prayer requests, requests for assistance, volunteer opportunities. Maintain and coordinate 'emergency' communications with the congregation as needed (church closures, special meetings, snow cancellations).

- 11) Coordinate volunteers and organize efforts in support of the Pantry Mission including developing a multi-denominational Pantry Mission Team.
- 12) Serve as liaison between Session's Building and Finance team and staff with outsourced team managing payroll and accounting.

### **QUALIFICATIONS**

- 1) 4 year Bachelor's degree or equivalent work experience
- 2) Familiarity with Word, Excel, Outlook, Power Point, and other relevant programs
- 3) Strong written and verbal communication skills
- 4) A self-motivated worker able to make independent decisions for the good of the organization under the review of the Senior Pastor
- 5) Organized and efficient at working on a variety of tasks alongside of and in supervision of volunteers

### **ACCOUNTABILITY AND SUPPORT**

- 1) Meeting with the Senior Pastor regularly for support and encouragement and to coordinate ministry efforts
- 2) Work with Ministry Team Leaders to align Ministry Teams with the disciple-making vision of CDPC and help the teams provide monthly reports regarding progress and future plans
- 3) Honor the confidentiality of sensitive information pertaining to the congregation members and CDPC
- 4) Developing relationships with congregation members and other ministry members that provide support and encouragement for the overall well-being of the Ministry Coordinator
- 5) Maintain a healthy relationship with Jesus including but not limited to practicing Sabbath, devotional reading of scripture, and prayer

### **PERFORMANCE ASSESSMENT ELEMENTS (At review time – how to assess impact?)**

1. Friends and family of CDPC feel cared for and touched by CDPC during worship and connected in other elements of CDPC programming
2. New friends of CDPC are growing and cultivated and connected to CDPC
3. The mechanics of making the church function are covered including session support, financial and bookkeeping support, and clerical support

### **COMPETITIVE COMPENSATION & BENEFITS PACKAGE AVAILABLE<sup>1</sup>**

### **INTERESTED CANDIDATES MUST EXPRESS INTEREST BY JUNE 25, 2020**

Indicate interest via email to Senior Pastor, Rev. Dr. Will Mullins  
[pastorwill@collegedrive.org](mailto:pastorwill@collegedrive.org) or 740-804-3079

---

<sup>1</sup> Upon Inquiry