



# Neland Avenue Christian Reformed Church

## Ministry Program Coordinator Job Description

Page 1 of 2

**Job Title:** Ministry Program Coordinator

**Classification:** Full time, exempt

**Reports to:** Co-Pastor

**Date:** 8/27/2018

**The Role:** Neland Avenue Christian Reformed Church is on a journey, aiming to live in true community with our neighbors and make the gospel a reality in our congregation, our neighborhood, our city, and our world. As we shape our future together, the **Ministry Program Coordinator** will have a critical role to equip and empower those connected to the Neland community to make connections, address injustice, grow spiritually, participate in gifts-based ministry, support leadership development and growth, and develop sustainable partnerships for the purpose of spiritual and social transformation. The **Ministry Program Coordinator** will support Neland's ministry priorities through program development, training, organizing, and evaluation so that ministries live out Neland's mission.

**Qualified candidates will possess the following Minimum Requirements:**

- Faithful follower of Jesus Christ
- Strong alignment with Neland's mission, vision, Shaping Our Future Together (SOFT) goals, and call to ministry
- Minimum of two years of experience in a non-profit, community organization, or church
- Strong organizational, partnership, and leadership abilities
- Strong interpersonal, hospitality, and verbal and written communication skills
- Strong self-motivation, with ability to manage personal work load with minimal supervision
- Ability and willingness to work well in a team-based work setting, building effective work relationships using collaboration skills
- Exceptional professional attributes of dependability and confidentiality
- Bachelor's degree in a related field (or an Associate's degree and 10 years related experience)
- An outstanding work record, including attendance

**Outstanding candidates will possess the following Desired Requirements:**

- Theological training (such as a master's degree in a related field)
- Five years of experience in a similar environment
- Previous experience in an ethnically diverse non-profit, community organization, or church

*(Minimum requirements are updated annually to meet the demands of various positions; employees hired prior to the latest revision update may not meet all current requirements)*

**Essential functions:**

**Collaborating & Connecting:**

- Collaborate closely with staff and Council to ascertain and implement their vision for the church and its ministries.
- Team with the pastors, council, and other staff to guide, direct, and manage the critical ministries of the church.
- Serve as a regular member of the Ministries Committee and coordinate with the SOFT Catalyst Team.
- Coordinate planning and execution of new leader orientation for ministry volunteers.
- Collaborate with Safe Church Coordinator to ensure all ministries, volunteers, and participants are compliant with Safe Church policy and are regularly trained on best practice for Safe Church.
- Connect member interests and gifts (from annual Gifts Survey) with opportunities to serve to ensure members and regular attenders are plugged in to gifts-based ministry.



# Neland Avenue

## Christian Reformed Church

### *Ministry Program Coordinator Job Description*

*Page 2 of 2*

- Attend and participate in staff meetings, providing resources and connections to empower staff for effective, coordinated ministry. Coordinate and oversee activities of paid ministry staff, including Nursery Coordinator, Wednesday Night Safety Coordinator, and Neland Avenue Summer Team Coordinator.
- Collaborate with Neighborhood Scholarship Committee to award scholarships to neighborhood youth and ensure mentoring and follow-up is occurring.

#### **Equipping & Empowering:**

- Work with staff, pastors, ministry leaders, and Ministry Committee to provide timely and accurate communication with the congregation and community regarding ministry opportunities.
- Work with Technology Committee to promote ministry opportunities and involvement. Ensure ministry calendar is accurate and gather resources (visual and written) to inspire ministry involvement and connections.
- Serve as coordinator for Sunday and mid-week school year ministries and summer ministries, including Church School, The Next Generation, Cadets, Girls Everywhere Meeting the Savior, Bible Studies, Sonshine Kids, Coffee Break, Interfaith Hospitality Network, Refugee Support, Neland Avenue Summer Team, and other emerging ministries. In collaboration with Ministries Committee, ensure that all ministries have adequate leadership, and be present during ministries on Wednesday evenings, and as necessary as a back-up for ministry leaders.
- Provide regular training for ministry leaders, staff, and volunteers on issues such as effective discipline, coordinated communication, cultural competency, and church policies.
- Maintain a centralized record of church ministries and activity, connecting congregational and community gifts, interests, and needs with available resources and areas of service. Coordinate information in order to empower staff, council, committees and congregants to fulfill Neland's mission and SOFT goals.
- Ensure ministry facility usage is appropriately scheduled along with Building Manager to ensure usage follows Building Committee guidelines.

#### **Promoting, Prioritizing & Planning:**

- Coordinate the church's ministry functions and operational procedures, implementing or recommending changes where needed.
- Effectively promote Neland's ministries and opportunities to serve in a variety of print and online-mediums.
- With Ministries Committee, ensure appropriate ministry descriptions and annual goals are in place for all ministries in the church. Work with ministry leaders to update and align their annual goals with Neland's mission and short-term and long-term goals. Evaluate ministry and program effectiveness to ensure alignment, and recommend program changes based on these evaluations.
- Connect with other community, denominational, classis, council and neighborhood resources to promote partnership and synergy. Promote these opportunities for all involved in Neland's ministries.
- Along with Ministries Committee, facilitate annual planning and budget process with ministry leaders to ensure that ministries have measurable goals in place and the means for tracking progress. Monitor that ministry spending stays within budget. Seek out grant funding to support ministry opportunities.
- Maintain Ministry schedules. Monitor ministry leader availability and absences, arranging for substitutes when needed and ensuring substitutes are properly trained.

**Interested candidates may apply at [www.indeedjobs.com/neland-church](http://www.indeedjobs.com/neland-church) or email their resume to [Nelandchurch@gmail.com](mailto:Nelandchurch@gmail.com).**