



CHURCH OF THE SAVIOUR

Ministry Coordinator – Job Description

Church of the Saviour is a nondenominational Christ-centered church of approximately 1,500 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to penetrate the lives of people in our community (and beyond) to the glory of God. We take the Great Commission and the Great Commandment seriously, and actively support local outreach & global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things and know we are most fully alive and fulfilled when most fully glorifying the Lord.

As a Ministry Coordinator, you will perform a variety of complex, responsible and confidential administrative duties requiring a thorough knowledge of organizational procedures, precedents, IT systems and church objectives, while supporting several ministries with responsibility to know the staff and volunteers, understand their specific goals and objectives, and proactively champion each ministry in their fulfillment of the church's mission.

This Ministry Coordinator position will report directly to the Director of Operations for overall direction, time management and administrative assignments. This ministry position is full-time and non-exempt, and will include but is not limited to the following essential job functions:

Primary Responsibilities

- Greet and serve office visitors' needs in a prompt and courteous manner.
- Address incoming phone and email traffic, ensuring that inquiries and requests are met.
- Assist with creating, typing, printing, copying, folding, and/or distributing various teaching and communication materials, such as the newsletter and Sunday bulletin.
- Outreach/event coordination, planning and managing the execution of weddings, funerals, volunteer fairs, summer camps, Christmas events, etc.
- Become an expert in our church management system, utilizing it to:
 - Maintain and access confidential information on congregants and volunteers.
 - Communicate information to congregants and volunteers.
 - Manage the execution and registration for ministry events.
- Arrange ministry meetings as requested by Ministry Leaders by scheduling rooms and A/V equipment, sending invitations and coordinating with Housekeeping.
- Manage confidential information using discretion in communicating on behalf of the Ministry Leaders.
- Problem-solve and address issues that do not require Ministry Leaders' involvement.
- Order and maintain office supplies, books and curriculum materials as needed.
- Complete and submit accounting forms in a timely manner.
- Receive and sort mail daily.
- Participate as a team player supporting other Ministry Coordinators as needed.
- Perform other duties as required, consistent with the mission of Church of the Saviour.

Core Competencies and Values

- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and written skills.
- Detail-oriented with strong organizational skills.
- Ability to work as a team and individually.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.
- A self-starter seeking ways for continuous improvement.

- Demonstrated passion for sharing Christ with people of all ages, with a proven ability to communicate with both the church and un-church.

Qualifications

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- A heart for transformational life-on-life ministry that sees this position as a calling and not merely a job.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- Strong computer proficiency, specifically in Microsoft Office 365, Outlook, Word, Excel and PowerPoint.
- Ability to change priorities due to pastoral/ministry emergencies.
- Willingness to work a flexible schedule to support the needs of ministry events.
- One year of office administration experience.
- Bachelor's degree preferred.

Please send a résumé and cover letter to Business Director James Mazzone at jamesm@coswayne.org.