



## **Ministry Coordinator**

**Title:** RbC Ministry Coordinator

**Reports to:** Senior Pastor (Operations)

**Functions:** The primary function of the Ministry Coordinator is to develop and organize the service of volunteers, assist ministry team leads, and oversee Planning Center interface and coordinate and help run special events

### **Responsibilities:**

- Pursue a personal and daily relationship with Jesus
- Intentionally walk in Christian community; Interface with general public, membership, and staff in a way that advances the healthy culture of RbC

#### **1. Weekly Church Volunteer Scheduling**

- Schedule volunteers for setup/tear down, hospitality, greeting, parking, communion, and security teams
- Serve with team leads to develop and grow the volunteer and leadership base
- Manage and oversee Planning Center
- Work with Senior Pastor in leadership development and equipping of volunteers
- Maintain a master list of all volunteers
- Oversee annual volunteer end of year celebration
- Coordination and execution of Special events such as Easter, Fall Fest, Baptism, Service days, and LQ gatherings
- Other tasks as assigned by Senior Pastor

### **Skills Required:**

- Gifted at building teams and working with others
- Excellent Recruiter
- Excellent technological knowledge and skills; proficient with Microsoft Excel
- Detail-oriented; organized yet gracious.
- Excellent communication skills, both verbal and written.
- Dependable; able to work proactively and independently.
- Able to assist staff and members with their various forms and functions with a servant's heart.
- Has a demonstrated ability to retain confidence.
- Must embrace the mission, visions, and values of the Church.

### **Hours:**

- Part time: 20hrs per week
- Must be at weekly staff meetings. (typically Mondays) and meet in person with Senior Pastor weekly.
- Other hours can be spent in the office or remotely. Office space will be given if preferred.
- Most weeks 15 hours. But seasons with special events those weeks will be much more...

### **Vacation and Holidays:**

- Rockbridge Church follows the federal Holiday days off schedule. Christmas Eve and Easter are required work days unless otherwise approved by the Senior Pastor.
- 2 weeks of paid vacation are included as per the Employee handbook.