

Ministry Coordinator Position

Full Time

Closing Date: June 15

Position Summary:

The Ministry Coordinator has three primary responsibilities:

- Support Staff
- Event Coordination, including Sunday Services
- Donor Administration and Communication

The right candidate will have a clear understanding of their salvation in Christ and be actively pursuing their faith. They will take initiative in understanding and anticipating ministry needs, be flexible and organized, service oriented, and able to effectively communicate. They will love and enjoy people of all ages and walks of life and seek to serve them. They will thrive in a team environment and be passionate about ministry.

Duties:

Event Coordination

- Planning & coordination of Sunday, funeral, wedding services, training and special events
- Volunteer scheduling and coordination
- Facilities & resource booking and coordination

Ministry Support

- Provide administrative and event coordination support to all ministries.
- Publicity support (publications, printing, and website updates, coordination of publicity, and registration if required.)

Congregation & Donor Administration

- Updating Congregation Contact information & Giving Information
- Donor Administration
- Coordination of Communication to Donors
- Provide reporting to Church leadership

Congregation Communication

- Coordination of congregational communication
 - Parish Newsletter
 - Website Updates
 - Other

General

- Manage office supplies
- Provide assistance when requested.
- Other duties as required.

Essential Qualifications & Requirements:

- Committed to serve Christ and His Church
- Demonstrated ability to work with a wide variety of people
- Member of St. John's congregation
- Excellent communication, presentation, and business writing skills
- Microsoft Office suite proficiency
- Strong organizational and time management skills
- Able to work in a dynamic environment
- Can work in a team environment
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Useful Qualifications & Experience

- Experience in Office Administration
- Experience within a Church or Ministry setting would be an asset
- Current BC driver's license
- Experience in event coordination