



## Ministry Coordinator – Job Description

*Church of the Saviour* is a nondenominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage our community and beyond to the glory of God. We take the Great Commission and the Great Commandment seriously and generously support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it both a privilege and honor 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 we are most fully alive and fulfilled when glorifying Him.

As a Ministry Coordinator, you will play a vital role in supporting our staff and ministry volunteers in actively living our vision and mission. Through administrative and operational support, you will help ministries function effectively and support life transformation through the gospel.

This Ministry Coordinator position reports directly to the Lead Ministry Coordinator for overall direction, time management, and administrative assignments. In this role, you will be part of the larger Operations Team, working with other Ministry Coordinators to support ministry outcomes. This position is full-time, 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.
- Serve as the first point of contact by answering phones, responding to inquiries and ensuring requests are addressed promptly and professionally.
- Receive, sort, and distribute incoming mail and deliveries in a timely and organized manner.
- Maintain the staff Out-of-Office Calendar.
- Oversee the general mailbox with timely responses and appropriate routing of inquiries.
- Become an expert in our church management system, Realm.
- Arrange ministry meetings as requested by Ministry Leaders by scheduling rooms and A/V equipment, sending invitations and coordinating with Facilities.
- Coordinate logistical and administrative support for ministry events, classes, meetings, and church-wide initiatives.
- Record detailed meeting minutes for staff and operational meetings with clear documentation of discussions, decisions, and action items.
- Manage confidential information using discretion in communicating on behalf of the Ministry Leaders.
- Independently resolve operational and administrative issues whenever appropriate, escalating matters to Ministry Leaders as needed.
- Order and maintain office supplies, books and curriculum materials as needed.
- Complete and submit expense reports in a timely manner.
- Participate as a team player supporting other Ministry Coordinators as needed.
- Manage processes and systems such as the visitor and membership assimilation process, community group registration, volunteer clearance management, registration for ministry events, and PrayerLink.
- Assist with creating, typing, printing, copying, folding, and/or distributing various teaching and communication materials, such as the newsletter, Sunday bulletin, and website updates.

- Take ownership of assigned ministry processes and ensure tasks are completed accurately and on time.
- Proactively identify operational needs and help develop solutions that support ministry effectiveness.

### **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.
- Strong proficiency with Microsoft 365 applications, including Outlook, Teams, Word, Excel, SharePoint, and other ministry management systems.
- Ability to work as a team and individually.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.
- Ability to adapt quickly and remain flexible in a fast-paced ministry environment.
- A self-starter seeking ways for continuous improvement.

### **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.
- Attend COS regularly with the willingness to become a member.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- Ability to change priorities due to pastoral/ministry emergencies.
- One year of administrative, operational, or ministry coordination experience.
- Bachelor's degree preferred.

**Typical Schedule:** Monday–Friday, generally between 8:00 AM and 4:00 PM, with flexibility for occasional special events and operational needs.

**Average Hours/Week:** 40

**Status:** Full Time, Non-exempt

**Location:** Church of the Saviour – Wayne, PA

**Reports To:** Lead Ministry Coordinator

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.

If you are interested, please submit a cover letter, short testimony and resume to [cos@coswayne.org](mailto:cos@coswayne.org)