

Job Description: Ministry Connection Coordinator

Church: LifePoint Church, Storden MN

Job Title: Ministry Connection Coordinator

Reports To: The Pastor

Job Type: Part-Time, approximately 8-10 hours/week

Salary: \$8,000 to \$10,000 per year, based upon qualifications and experience.

This role is available for remote work, though attendance is mandatory every Sunday, with an allowance of up to five Sunday absences per year.

Position Summary

The Ministry Connection Coordinator helps LifePoint Church care for adults by creating and maintaining clear pathways that move people from first-time attendance toward meaningful connection, membership, service, and belonging in the church family.

This role is especially focused on making sure new attendees and adults in the church do not fall through the cracks. The coordinator works with the Pastor, Elders, deacons, and ministry leaders to help adults know and take their next step, whether that is a follow-up conversation, baptism, membership, serving opportunity, a discipleship class, Sunday School or Bible study, or an adult event.

This position does not replace or oversee ministry leaders. Rather, it supports them through simple systems, clear communication, and faithful follow-up so people are welcomed, known, connected, and meaningfully involved in the body of Christ.

Because this is a part-time role, the primary focus will be guest follow-up, adult connection, and volunteer pathways. Additional support with events, worship planning, or other ministry needs will be secondary and dependent on available time.

Job Responsibilities

Adult Guest Follow-Up & Next Steps

- Follow up with new adult attendees through welcome cards, conversations, emails, phone calls, or other appropriate means.
- Help new attendees feel welcomed, answer basic questions, and connect them with the Pastor or appropriate ministry leader when needed.
- Help adults understand and take possible next steps, including baptism, membership, discipleship classes, Sunday School or Bible studies, adult events, and serving opportunities.
- Maintain a simple follow-up system so that new attendees and interested adults are not forgotten or left without clear communication.
- When a visiting family has children or students, help connect them with the Children's Coordinator.

Adult Serving Pathways & Ministry Leader Support

- Work with the Pastor, Elders, deacons, and ministry leaders to understand current volunteer needs in adult ministry and church-wide serving areas.
- Help create clear pathways for adults who desire to serve, including basic role descriptions, interest

forms, and follow-up processes.

- Help connect interested adults with the appropriate ministry leader rather than personally overseeing every ministry area.
- Assist ministry leaders in keeping volunteer information organized and helping new volunteers understand where they are serving, who they report to, and what is expected of them, as directed by the appropriate ministry leader.
- Help develop simple ways to encourage, thank, and care for volunteers so they feel appreciated and valued as part of the body.

Communication & Follow-Up Tools

- Help create and maintain clear online pathways for adult connection and serving opportunities through Subsplash and other church communication tools.
- Assist with connection forms, volunteer interest forms, event registrations, and follow-up workflows.
- Help keep relevant 'serving' website pages and digital forms organized, accurate, and easy for people to use.
- Assist in maintaining the accuracy and publication of the church directory.

Additional Ministry Support — As Needed

- Assist adult ministry leaders or event teams with registration, communication, volunteer coordination, and follow-up for adult gatherings.
- When requested, assist the Pastor or Worship Team with Planning Center details, Sunday scheduling, communication, or other worship-service logistics.
- Support the Pastor and ministry leaders with other adult connection or administrative needs as assigned, as time allows.

Qualifications & Skills

- Strong organizational and administrative skills with careful attention to detail.
- Warm, welcoming, and relationally thoughtful with adults and new attendees.
- Able to communicate clearly, follow through faithfully, and keep track of multiple people and ministry details.
- Able to work well under the direction of the Pastor/Elders and alongside deacons, ministry leaders, and volunteers.
- Comfortable learning and using ministry software and digital tools.
- Familiarity with Planning Center and Subsplash is helpful, though training can be provided.
- Able to handle personal information with wisdom, care, and confidentiality.
- Experience in volunteer coordination, hospitality, administration, event planning, or ministry support is helpful.

Spiritual Requirements

- A mature, growing relationship with Jesus Christ.
- Alignment with LifePoint Church's statement of faith and vision.
- Membership at LifePoint Church, or a willingness to pursue membership within an agreed-upon timeframe.
- A heart for the local church and a desire to see adults become known, connected, disciplined, and meaningfully involved in the body of Christ.
- A humble, servant-hearted posture that seeks to support ministry leaders and strengthen the church family.