



TRINITY FELLOWSHIP

Ministry Coordinator

Position Description

About Trinity Fellowship

Trinity Fellowship is a mature, elder-led, urban congregation nestled in a bustling suburb near Houston, Texas. The church has traditionally served middle- to upper-middle-class attendees with large families. Many of these families homeschooled their children and had strong connections to folks in the space-aeronautical (NASA), petrochemical, and medical industries.

Trinity hired a new senior pastor in August 2023 to help lead the church into its next phase of ministry, and the church has recently completed a mission and vision strategy initiative. Now, by God's grace, we are ready to add members to our leadership team to help accomplish its mission of reaching and equipping people to think, live, and be like Jesus.

Part of Trinity's strategy leverages the extensive renovation planned for its meeting space to help attendees connect with God and one another. Plans include a new platform, audio, lighting, landscaping, and common areas. It also seeks to maximize its outreach and service opportunities by investing in and partnering alongside the families attending a new on-site Christian homeschool academy.

We are asking God to bring us together with like-minded candidates to help us fill key roles needed for this vision.

About This Role

The Ministry Coordinator plays a vital behind-the-scenes role in the life and rhythm of our church family. This person helps ensure that ministry happens with excellence and care — coordinating events, keeping our calendar organized, keeping our communication platforms running well, and supporting our pastoral staff and community group leaders. We are looking for someone who loves the local church, serves with a glad heart, and brings both reliability and initiative to everything they do.

Position Details

Ministry Area	Church Administration
Role	Ministry Coordinator
Reporting Relationship	Reports to the Lead/Senior Pastor
Position Type	Part-time / Compensated
Time Commitment	Hours to be determined based on ministry needs
Position May Be Filled By	Active church member
Length of Service Commitment	Indefinite

Key Responsibilities

Ministry & Event Coordination

- Identify, organize, and support ministry events from early planning through post-event follow-up.
- Coordinate logistics, including room reservations, equipment needs, and volunteer communication.
- Support the development and execution of church-wide initiatives and seasonal events.

Church Calendar Management

- Maintain and coordinate the master church calendar across all ministries and programs.
- Proactively identify and resolve scheduling conflicts.
- Communicate upcoming events and calendar changes to staff, ministry leaders, and the congregation in a timely manner.

SubSplash Platform Management

- Develop a working mastery of SubSplash and utilize all relevant features to support church communications and content management.
- Manage event listings, announcements, group pages, and ministry resources within the platform.
- Serve as the primary point of contact for SubSplash updates, troubleshooting, and team training.
- Ensure the church's digital presence through SubSplash remains current, accurate, and aligned with ministry priorities.

Pastoral & Leadership Support

- Provide administrative and organizational support to the pastoral staff.
- Assist community group leaders with scheduling, communication, and resource needs.
- Serve as a helpful point of connection between leadership and the congregation.

Spiritual & Character Qualifications

- A growing relationship with Jesus Christ.
- Active membership and faithful participation in our church community.
- A servant's heart — someone who finds joy in supporting others and helping ministry thrive.
- Demonstrates integrity, dependability, and a collaborative spirit.
- Humble, coachable, and willing to learn new tools and processes.
- Handles information with appropriate discretion and confidentiality.

Skills & Experience

- Strong organizational skills and attention to detail.
- Comfortable learning and navigating digital platforms and tools (experience with SubSplash or similar church management software is a plus).
- Clear and warm written and verbal communication.
- Ability to manage multiple priorities and meet deadlines.
- Self-directed and proactive — able to work well with minimal supervision.
- Previous administrative or ministry experience preferred.

A Note on This Role

Ministry coordination may not always be visible from the pulpit, but it is deeply felt throughout the church. The right person for this role will understand that organized calendars, well-run events, and supported leaders create space for the gospel to be heard and relationships to grow. We are grateful to those who serve in this way — and we will do our best to ensure this person feels valued, equipped, and connected to our church's mission.

Next Steps

For questions about this position, or to apply, please send a resume to john.white@trinityfellowship.life.
