

Ministry Coordinator

Position Profile

938 Church

About 938 Church

938 Church exists to help people find their way back to God.

Founded in West Chester, Pennsylvania, 938 Church is a growing, community-focused church committed to creating safe, transforming, and missional environments where people can know and love Jesus Christ. We believe that every person matters to God and that the local church is at its best when it helps people experience authentic relationships, spiritual growth, and a life of purpose.

Our mission is lived out through three core values:

Build Community – We believe life change happens best in relationships. We work to create environments where people are known, loved, supported, and challenged to grow together.

Strengthen Faith – We are committed to helping people develop a vibrant relationship with Jesus through biblical teaching, spiritual practices, discipleship, and everyday obedience.

Extend Compassion – We seek to demonstrate the love of Christ beyond the walls of the church by serving our neighbors, supporting local organizations, caring for those in crisis, and investing in the flourishing of our community.

At 938 Church, these values are more than statements on a wall. They shape how we lead, serve, and engage with the world around us. From mentoring children and students, to supporting families, caring for those in recovery, partnering with local nonprofits, and mobilizing volunteers to serve our region, we desire to be a church that reflects the heart of Jesus in practical and meaningful ways.

We are looking for team members who share this vision and are excited to use their gifts to help people find their way back to God. Whether serving behind the scenes or leading from the front, every role contributes to the mission of seeing lives transformed by the gospel and our community impacted for the good





Ministry Coordinator

Vision

The Ministry Coordinator serves as a key operational leader at 938 Church by strengthening the systems, communication, and organizational health that support ministry effectiveness. This role exists to help pastors, volunteers, and ministry leaders execute the mission of 938 Church with clarity, consistency, and excellence. Through project management, volunteer support, communication coordination, and administrative leadership, the Ministry Coordinator helps create healthy ministry environments where people can build community, strengthen faith, and extend compassion.

Responsibilities

- Oversee and execute all elements of effective congregational communication at 938 Church
- Oversee and execute the administrative aspects of the Connections Ministries ensuring all new visitors are warmly welcomed and effectively followed up with.
- Coordinate and manage ministry projects, timelines, and operational plans across departments.
- Lead the execution and follow through of Growth Track, scheduling volunteers, staff and following through with each participant.
- Driving the volunteer and staff onboarding and offboarding processes.
- Support volunteer leader, onboarding and equipping them with the tools and messaging required to achieve ministry goals.
- Assist Lead Pastor in planning and coordinating leadership meetings, ministry summits, events, and staff initiatives.
- Track ministry action items and ensure projects move forward with clarity and accountability.
- Manage and improve organizational systems, workflows, and documentation.
- Serve as a central communication point between staff, volunteers, and ministry leaders.
- Assist with database management, forms, scheduling platforms, and ministry software systems.
- Collaborate with staff to support strategic goals and quarterly ministry priorities.

Role-Based Competencies

- Strong organizational and project management skills.
- Able to manage multiple projects simultaneously with attention to detail.
- Excellent written and verbal communication abilities.
- High relational intelligence and ability to work with volunteers and ministry leaders.
- Systems-minded with the ability to improve workflows and operational clarity.
- Self-starter who can anticipate needs and solve problems proactively.
- Strong administrative and planning capacity.



- Demonstrates discretion, professionalism, and trustworthiness.
- Comfortable learning and managing digital tools, databases, and communication platforms.
- Able to lead through influence, coordination, and follow-through.

Core Competencies

- **Authenticity** - Builds healthy, trustworthy relationships that honors organizational structure and transparency.
- **Servanthood** - Joyfully serves and supports the mission and vision of 938 Church through collaborating with others and making their team a place for everyone to thrive.
- **Growth** - Willing to learn and pursue personal, spiritual, and organizational development to become all that God has called them to be.
- **Hospitality** - Intentionally welcomes new people and those on the margins through warmth and a loving spirit.
- **Missional** - Seeks to help people find their way back to God through including them and seeking to meet them where they are.
- **Ownership** - Practices self-leadership, responds promptly, and takes responsibility.
- **Multiplication** - Values leadership development and invests in apprentices.

Key Relationships

- Lead Pastor
- Staff Team
- Ministry Leaders
- Volunteer Teams
- Worship and Production Teams
- Hospitality and Connections Teams
- Small Group Leaders
- External ministry and vendor partners as needed