



Position Title: Satellite Campus Ministry Operations Coordinator (MOC)

Time Commitment: Part-time - 20 hrs/wk. This includes regular “office hours” as well as Sunday morning services. Flexibility is required for occasional evening and weekend events.

Position Description: This role requires a leader who can think strategically, organize effectively, and build strong teams. The person in this role must lead like a coach, think like a systems architect, and execute like a project manager. The MOC serves as the administrative backbone and systems steward of the campus—bringing clarity, coordination, and consistency to the day-to-day operations. This role is key to ensuring that volunteers are equipped, communication flows well, and ministry teams are supported for maximum impact.

Reports to: The Satellite Campus MOC will report directly to the Campus Pastor and will be submissive to the Directional Team, Lead Team, and Integrity Team at theCHURCH.

Areas of responsibility:

The MOC leads teams of volunteers, which they are responsible for recruiting, coordinating, training, and equipping. Additionally, the MOC connects volunteers to other Ministry Leaders. Each team represents a core function necessary for the health and clarity of campus operations and communication.

- **Communications Team**

- Manage centralized intake for phones, email, app, and social media messages.
- Ensure all inquiries are acknowledged in a timely manner and routed appropriately.
- Maintain expert-level oversight of App and website content.
- Create, curate, or work with existing leads to obtain artwork for flyers, posters, banners, and other visual communication needs.
- Manage Sunday slides, lobby signage, event promotions, and internal announcements.
- Lead communications through social media platforms and newsletters.



- **Admin & Operations Team**

- Maintain a consistent on-site presence during office hours to answer phones, greet visitors, and route inquiries.
- Serve as the primary intake point for all information requests, ensuring clear and timely routing.
- Maintain updated directories and staff info boards.
- Participate in church-wide training and leadership meetings.
- Respond to communication directed to leadership when appropriate.
- Oversee building key inventory or access control.
- Execute printing and signage for events.
- Lead procurement and purchasing to support campus and ministry needs.
- Record and deposit Sunday giving.

- **People Management & Systems Team**

- Serve as the subject matter expert for all modules.
- Standardize usage, permissions, and data entry; oversee workflows and provide routine audits.
- Train staff and volunteers in people management systems, ensuring it's clean, efficient, and aligned with ministry goals.
- Support and maintain systems that reinforce the CHURCH's Pathway to discipleship.
- Maintain and manage Google Drive.
- Demonstrate a willingness to learn and implement AI solutions to improve efficiency and service.
- Serve as Next Steps Guide Lead (adding volunteers as needed). This involves following up with people who have attended Discovery Class to get them connected with discipleship and/or volunteer opportunities.

- **Events & Guest Experience Team**

- Provide logistical and administrative support for church-wide events.
- Coordinate procurement and volunteer support for special initiatives.
- Support funeral and wedding coordination with scheduling and communication.
- Provide support for Sunday morning guest experience.
- Document processes that maintain multi-campus consistency.



- **RE:center Services Team:**

- Maintain a strong understanding of RE:center services and how those services can be accessed by local congregants/community members.
- Coordinate with the RE:center to provide necessary programs, resources and support in the local community.

C4 Leadership Essentials:

- **Calling:**

- Clear passion and desire to lead disciples of Jesus Christ.
- Clear sense of calling to executive support and ministry work.
- The ability to **define** the current reality, dream a **desired** future, and **design** a pathway to get there.

- **Character:**

- Identity firmly rooted in Christ.
- Humble, organized, and effective leadership and communication.
- Growing in wisdom, humility, and obedience to God's Word.
- Ability to lead themselves and their family well.
- Highest level of integrity and sense of responsibility toward stewardship.
- Demonstrates discretion in handling sensitive information.

- **Commitment:**

- Must align with the Mission, Vision, DNA and Essential Beliefs of theCHURCH.
- Must be a covenant partner of theCHURCH.
- Must be submissive to the leadership of theCHURCH.
- Demonstrates generosity with their time, talents and treasure.
- Clear passion and desire for more and better disciples of Jesus Christ

- **Competencies:**

- Must have a passion for building and managing teams and cultivating strong relationships.
- Able to clearly communicate vision and inspire others to pursue it with unity and purpose.
- Committed follower of Jesus Christ and a covenant partner of theCHURCH (or a willingness to become a covenant partner).
- Alignment with theCHURCH's Mission, Vision, DNA, and Core Beliefs.



- Demonstrated administrative experience in a church, nonprofit, or office environment preferred.
- Must be a self-motivated problem solver—someone who will dig in, figure things out, and get the job done.
- Demonstrates a strong willingness to learn, embrace technology, and improve systems continuously.
- Experience managing systems, coordinating volunteers, or handling multi-channel communications is preferred.
- Highly organized and detail-oriented
- Relationally intelligent and clear communicator
- Strong systems thinker with problem-solving abilities
- Capable of handling confidential information with discretion
- Self-starter comfortable serving from the middle with initiative, humility, and clarity

Success Indicators:

- Communications are timely, accurate, and aligned with the mission, vision, DNA, and priorities of theCHURCH.
- Phone calls, emails, app messages, social media inquiries, and guest communications are acknowledged and routed appropriately.
- The website, app, directories, digital content, and communication platforms remain current, accurate, and effective.
- Volunteers are recruited, trained, equipped, scheduled, and supported to serve effectively in their ministry roles.
- Planning Center, people management systems, Google Drive, workflows, and ministry records are maintained with accuracy and consistency.
- Administrative operations, purchasing, printing, signage, and information requests are completed accurately and on time.
- Church-wide events, funerals, weddings, and Sunday guest experiences are coordinated with excellence and attention to detail.
- Processes, systems, and technologies are continually improved to increase ministry effectiveness, organizational clarity, and future scalability.
- RE:center services are coordinated and offered within the local community as needed.