



Job Description – Ministry Coordinator – Gatherings

Reports to: Operations Pastor

Classification: Full Time

Exemption: Non-Exempt

Position Summary

This administrative role will provide direct support to multiple church ministries and staff with a focus on coordination of worship, production, tech, and special events.

Responsibilities

- Participate in monthly facilities meeting and communicate calendar of events to production team
- Meet weekly with each member of production team to support their needs
- Order supplies for sermons, stage props, Greenroom, and various ministries.
- Take detailed notes during weekly production and creative meetings.
- Schedule worship team members, vocalists, guest leaders, and tech volunteers using PCO.
- Assist tech director with calendar and project management through PCO and Monday.com
- Maintain weekly CCLI copyright reporting and worship scripture tracking.
- Coordinate communion logistics with deacons, including supply management and scheduling.
- Oversee the baptism process: schedule interviews, manage setup, and coordinate Sunday baptisms.
- Plan and coordinate special events and seasonal services (e.g., Christmas, Good Friday, Easter).
- Manage devotional and worship team communication schedules.
- Upload weekly sermon notes to the church website and mobile app.
- Oversee production and placement of bathroom banners and other in-house signage.
- Provide backup support for printing, binding, and preparing sermon materials.
- Schedule and coordinate all video shoots and creative projects (e.g., baptism stories, promos).
- Coordinate outside events and funerals for production team once events approved
- Monitor and process benevolence requests, communicating with the committee and finance team.
- Post job listings to staffing sites and seminary job boards when requested.
- Provide occasional front desk support by answering phones and welcoming visitors.
- Provide Sunday morning support to all ministries as needed



Skills

- Able to stay organized and manage time well
- Willing and able to work with multiple software platforms used by various ministries
- Good with logistics and event management
- Strong written and verbal communication
- Attention to detail
- Problem solving

Attitudes and Personality

- Servant-Hearted: Willingness to support diverse ministries and help wherever needed.
- Team-Oriented: Collaborative approach with staff, volunteers, and ministry leaders.
- Flexible & Adaptable: Comfortable managing shifting priorities and unexpected tasks.
- Discreet & Trustworthy: Handles confidential information with integrity.
- Proactive: Takes initiative and anticipates ministry needs.
- Full Acceptance of Faith Bible Church's doctrinal statement, values and vision

Work Hours and Expectations

Normal work week for this position is Monday – Thursday 9 AM – 5 PM and Sunday 7:30 AM – 12 PM

All employees may be required to perform other duties or attend church events outside of their standard responsibilities as needed to support the church's mission and vision.