



MOUNT PLEASANT
CHRISTIAN CHURCH

JOB DESCRIPTION

Warehouse and Inventory Coordinator | MOUNT PLEASANT CHRISTIAN CHURCH

POSITION TITLE: IMPACT Center Warehouse
and Inventory Coordinator

EFFECTIVE/REVISED: July 1, 2026

STATUS: Full Time Exempt

REPORTS TO: IMPACT Executive Pastor

Our Mission

We Reach not yet believers with the love of God. (Evangelism)

We Raise disciples who are becoming more like Jesus every day. (Discipleship)

We Release people to live boldly for Him right where they are. (Missional Sending)

{Reach: Matthew 28:19-20 (NLT) Raise: Ephesians 4:12 (NLT) Release: 2 Corinthians 5:20 (NLT)}

Our Vision

We are a movement of people who love boldly, grow daily, and live on mission... right where we are. A church where not yet believers find hope, and followers of Jesus find purpose.

{Acts 2:42-47}

01. Summary of Position:

The Warehouse Coordinator helps Mount Pleasant Christian Church fulfill its mission by supporting a food and clothing ministry where not yet believers find hope and followers of Jesus find purpose. Through the Impact Food & Clothing Ministry, the Warehouse Coordinator provides dependable leadership in warehouse operations, logistics, volunteer support, and community collaboration so food and clothing resources are received, organized, and distributed with excellence.

02. Duties:

Reach

- Support the church's mission to reach not yet believers with the love of God by ensuring food, clothing, and donated resources are received, organized, and made available in ways that reflect dignity, compassion, and excellence.
- Receive and warehouse all donations and shipments with care, accuracy, and readiness for ministry use.
- Help create an organized and welcoming environment where food and clothing resources are accessible and prepared to serve individuals and families well.
- Take personal ownership of the Great Commission.



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Raise

- Develop a leadership pipeline that recruits, trains, and develops volunteers and leaders to serve with dignity, compassion, and excellence.
- Collaborate with the Impact Executive Pastor and ministry teams to align warehouse operations with ministry priorities and campus needs.

Release

- Support ongoing community and ministry partner relationships through responsive coordination and reliable resource availability.
- Champion the cause of the Impact Center Ministry both privately and publicly.

Sustain

- Sustain ministry through excellent stewardship of people, systems, communication, safety practices, and resources so the Impact Food & Clothing Ministry remains healthy, unified, and effective across Impact Center locations and outlets.
- Oversee logistics and distribution of materials to Impact Centers and ministry partners, including the scheduling of drivers and deliveries.
- Assist with purchasing and pickup of items as needed to support ministry initiatives and operational readiness.
- Collaborate with the Facilities Director to maintain a vehicle maintenance schedule to support safe, dependable transportation needs.
- Other duties as assigned by the Impact Executive Pastor.

03. Characteristics:

- Christ follower with a heart for others.
- Willingness to collaborate and foster a team environment.
- Strong leaders.
- Self-motivated and organized.
- Energetic and enthusiastic.
- Consistent pursuit of personal and professional growth.
- Commitment to serve with excellence.
- Problem solver.
- Strong communication skills both interpersonally and corporately.



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This job description is not designed to cover every job requirement. Mount Pleasant reserves the right to change job duties at any time.

04. Preferred Experience/Qualifications:

- Ability to lift 50lbs.
- Forklift Certification or willingness to get certified.
- Ability to drive a delivery truck.
- Warehouse and inventory management experience.
- Ability to lead teams.
- Manage spreadsheets.

05. Staff Expectations:

- Solid understanding of Scripture.
- Faithful in weekend worship attendance.
- Involvement in ministry outside of specific area.
- Practice Christian stewardship through the giving of regular tithes and offerings.
- Be willing to assist with and perform responsibilities outside of your ministry area.
- Personal acceptance and alignment with MPCC's vision and mission.
- Membership at MPCC preferred.