

# Ministry Team Coordinator

**Reports to:** Director of Outreach & Missions

**Status:** Part-time (20 hours)

**FLSA:** Non-exempt

## Job Summary

The Ministry Team Coordinator is focused on two things: (1) engaging members of First Presbyterian Church (FPC) in a Ministry Team that matches their gifts and passions with God's need, and (2) coordinating and equipping Ministry Teams, particularly the leadership of Ministry Teams, to engage more members in their work and to keep their ministry focus fresh and relevant.

## Essential Functions:

- Connect members of First Presbyterian Church (FPC) to Ministry Teams
  - Build and manage a process to inquire of members, with a particular focus on new members (within the last 3 years), where they feel called to use their gifts in service to the church's mission.
  - Coordinate with pastors, program staff, and the communication department to ensure that Ministry Team engagement stays at the forefront of how FPC invites our members into the life of discipleship.
- Strengthen, support, and empower Ministry Teams and Ministry Team leaders
  - Organize, train, and empower Ministry Team leaders to be proactive in carrying out their mission.
  - Be a resource for Ministry Team leaders who need help interfacing with agencies (external) or committees (internal), empowering them to assume this responsibility.
  - Be willing to more actively manage Ministry Teams when needed.
- Help connect Ministry Teams to the governance of the church
  - Attend Deacon meetings (3<sup>rd</sup> Sunday of each month, save June and July), and help the Deacons evaluate Ministry Teams at the end of each year for effectiveness and missional alignment.
  - Serve as a "clearinghouse" for testing and launching new Ministry Teams as ideas emerge.
- Other duties as assigned by the Director of Outreach and Missions.

## Other Responsibilities:

- Participate as a member of the program staff – collaborating with colleagues to pursue the overall mission of the church as defined by the Session and the (2017) Strategic Plan.
- Be a visible presence on Sunday mornings at FPC to encourage and interact with church members.

**Core Competencies:**

- Highly organized
- Relational
- Encouraging
- Adaptive
- Coachable
- Collaborative around a clear mission
- Attention to detail

**Minimum Qualifications:**

- Bachelors degree from an accredited college or university
- Prolific and excellent communicator, both through the written word and orally
- Ability to navigate simple office technology
- Evidence of success as a project manager
- Experience in managing staff or volunteers
- A committed Christian whose life evidences the joy of their faith

**Desired Qualifications:**

- An entrepreneurial spirit
- Understands and can communicate the central place of using one's gifts in the way we are called to follow Jesus
- Understands the non-profit landscape in Charlotte, NC and key community initiatives that will allow the church to serve alongside the community
- Experience leading programmatic ministry in the life of a church
- A reputation for being a leader to all people – regardless of theological/political/racial/socio-economic distinction

**Physical Requirements:**

- Able to communicate effectively in a public forum
- Ability to be physically present at ministry sites when appropriate and needed

Please email your resume to [employment@firstpres-charlotte.org](mailto:employment@firstpres-charlotte.org).

No calls please.