Job Description
Congregational Ministry Coordinator

Date: November 2019

Classifications: Part Time, Program Staff, Exempt

Reports to: Senior Associate Minister for Congregational Care

Evaluation Due: Annually by Senior Associate Minister for Congregational Care

Staff Liaison: Congregational Life Ministry, PW Coordinating Team, PW Circles, Men’s Fellowship Coordinating Team

Job Objective
The Congregational Ministry Coordinator is charged with the assessment of need as well as the coordination, development and implementation of care and fellowship groups including, but not limited to, care teams, support groups, and Women’s and Men’s ministries. The Coordinator will work with the Senior Associate Minister for Congregational Care to develop goals and plans. The work will include, as needed, the oversight and revision of a system for the development and organization of these groups along with recruiting, training and tracking of lay leaders for them.

Qualifications
- Undergraduate degree (B.A. or B.S.) and background or experience in counseling and/or social work
- A person of Christian faith, preferably familiar with Christian church programs
- A relational and outgoing personality
- A strong commitment to life-long learning
- A proven ability to introduce and sustain change in an organization, preferably one with voluntary members
- A collaborative leader with the ability to collaborate and work effectively with other church leaders and staff
- A self-starter with a high level of initiative
- A team player who can mentor and coach
- Familiarity with pertinent services and resources in the community
- Strong organizational skills, preferably proven and demonstrated across a large organization
- Excellent verbal and written communication skills
- Proficiency in Microsoft applications, and an aptitude to learn software used at CPC

Duties and Responsibilities
1. Develop, maintain, and revise (as needed) a system to facilitate creating and maintaining various groups within the congregation, including, but not limited to, support groups, care teams, and fellowship groups
   - Recruit and empower leaders for these groups
   - Monitor groups to ensure policies and procedures are followed
   - Develop and maintain group schedules; assist with organizing and coordinating activities
   - Provide communication and coordination assistance for the groups
• Develop, implement and deliver training and orientation sessions, including appropriate materials

2. Assist the Associate Minister for Congregational Care in the following:
   • Identify current and future program needs and strategies to meet those needs
   • Recommend and/or select various kinds of curriculum and resources for the groups and/or programs
   • Arrange with clergy for the provision of a monthly preparation class for Bible moderators
   • Collaborate with other members of the Congregational Life Ministry to implement the Ministry goals

3. Contract with speakers and venues as needed for events

4. Support the Presbyterian Women in the following:
   • Advise the Nominating Committee for PW leadership (as needed)
   • Coordinate team meetings
   • Purchase all PW books, studies, supplies and manage various expenses within the PW Budget
   • Drive the execution of the Annual Women’s Retreat, including, but not limited to, the following:
     ✓ Speaker and site arrangements and expense payments
     ✓ Support to the retreat committee

5. Support the Men’s Fellowship Coordinating Team to plan and coordinate the men’s activities

Physical Demands:
• Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally
• Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, and other office equipment
• Requires normal and/or correctable range of hearing and vision

Work Conditions:
• Work involves contact with staff, members of the congregation and the public
• Work may have deadlines, multiple interruptions, and may be stressful at times
• Regular work week is 28 hours, flexibility is required to accommodate meetings and church events that frequently occur outside normal business hours
• Some work may be done by appointment or remotely

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor.

I have read the above and agree to its provisions.

Accepted By: ____________________________ Date: ____________
Copy: Employee, Administrator, Pastor, Personnel Chair