



**Job Title:** Ministry Coordinator

## **POSITION OVERVIEW**

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The Ministry Coordinator is a full-time, non-exempt position at Trinity Presbyterian Church. This employee will be fully involved in supporting all components of faith formation and church programming for the members of Trinity. This employee will also work directly with the pastors in planning events and programming for the congregation as well as maintaining information in various databases.

**Reports to:** Associate Pastor for Mission and Engagement

## **RESPONSIBILITIES**

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**Area of Responsibility:** Ministry Program Support

- Maintain communication with visitors / new members
- Assist in management of all logistics related to church programming
- Assist Lay Leaders with clerical, administrative or communication support
- Attend meetings & program functions as necessary
- Assist pastors in administering emergency assistance

**Area of Responsibility:** Communications

- Monitor and update ministries' web presence
- Create and/or coordinate content for targeted ministry emails, social media, pulpit announcements, weekly bulletins, weekly e-newsletters, and other communications to congregation
- Create and maintain communication plan for visitors and new members
- Enter/update Zoom and in-person scheduling information for church programming and other congregational activities (as needed) into church calendar (eSpace)

**Area of Responsibility:** Administrative Support

- Create and manage financial reports/budget progress, check requests
- Prepare/distribute/file agendas, packets, minutes, and pertinent documents for meetings
- Monitor and report progress against ministry budgets
- Monitor, update and create reports from church database
- Meeting and event planning for ministry-related events
- Track and coordinate scheduling of meetings and events

**Area of Responsibility:** Other

- Provide back-up support to administrative staff as needed
- Attend weekly staff meetings
- Other duties as assigned.