

Church Staff Position Description

POSITION TITLE: Program Coordinator/Director

QUALIFICATIONS:

A four-year degree strongly recommended. A vital commitment to Christ and the Church with a positive attitude toward the Church and acceptance of its stated mission. Being able to work with the Pastor in all aspects of the church's ministry and program by being a team player. Strong management and organizational skills. Experienced background in working with volunteers and church leaders. Should be in agreement with United Methodist teaching and policy. Should have skills to make presentations to large and small group settings. Be an active participant in worship, study, and service.

RESPONSIBILITIES:

1. Actively seek out volunteers for all aspects of ministry by working with the Pastor and Committee on Lay Leadership.
2. Initiate and/or facilitate new programs
3. Assist, as needed, with established programs
4. Liaison to established committees and teams
5. Resource to parishioners-provide for 1 contact person
6. Provide social activities
7. Coordinate church calendar
8. Provide educational/informational seminars and workshops
9. Update bulletin boards
10. Update outside church message sign
11. Assist Pastor in identifying prospective members and organizing new mentor classes as needed
12. Other tasks as assigned by Pastor

EXPECTED HOURS:

Part-time: 10 hours per-week

SUPERVISORY AGENCY:

Pastor