



JOB OPPORTUNITY MINISTRY COORDINATOR

JOB DESCRIPTION:

The primary focus of this role is to coordinate and empower a culture of service at St. Peter's Fireside.

This involves recruiting, equipping, and empowering service teams. This means thinking strategically about on-boarding and retaining servers, thinking creatively about fostering a culture of joyful service, and thinking resiliently about scheduling servers week-in and week-out. The Ministry Coordinator is the executive point person for worship services, ensuring all service roles are filled and all details 'nitty gritty details' are in order.

The secondary focus of this role is communication. The Ministry Coordinator ensures clear and effective communication to the congregation. They are the expert on all that is happening in the life of the church and decide how to best communicate in order to maximize congregational engagement.

The Ministry Coordinator will also assist with further administrative needs, event coordination, and relieving these duties from the pastoral staff as much as possible.

Understanding that no area of ministry at St. Peter's Fireside stands alone, and all team members lead with a passion for the health of the overall church, the Ministry Coordinator (as well as all staff) will be called upon to serve in other ministry capacities from time to time.

A SUCCESSFUL MINISTRY COORDINATOR WILL BE:

RELATIONAL AND PERSONABLE. In order to coordinate and empower a culture of service, this person must be able to connect with congregants, prioritize 'people over task,' listen well to concerns, and winsomely invite people into serving.

A STRONG ADMINISTRATOR. This person must be highly organized, able to plan and execute events, and manage their time efficiently.

A RESILIENT PROBLEM SOLVER. This person must be ready to think creatively on their feet and maintain a 'non-anxious presence' when faced with unexpected challenges.

A THOUGHTFUL COMMUNICATOR. This values in-person communication, knows how to pick up the phone to connect, and can communicate clearly and tactfully through multiple digital platforms (email, text, social media).

APPLICATIONS

Send resume and cover letter to jobs@stpetersfireside.org