# THE PORCH COORDINATOR

**Job Description**

Rockharbor Church

**Ministry Department:**
Young Adults (The Porch)
**Reports To:**
The Porch Director
**Status:**
Full Time, Exempt,
(incl Tuesday evenings)
**Revised:**
October 2026

## Primary Purpose

The Porch Coordinator oversees the overall experience of The Porch, Rockharbor's young adult ministry, making sure every attendee and newcomer feels welcomed, connected, and supported as they get rooted in the local church. A primarily focus is developing and equipping The Porch Leadership Team and volunteers who serve as mentors and friendly points of contact for the young adults. The role also oversees newcomer follow-up and events at The Porch, in partnership with The Porch Director.

## Position Requirements

- High school diploma or equivalent (administrative training is a plus)
- 2-3 years of experience working or serving in ministry.
- Strong ability to lead volunteer teams.
- Proficiency in developing and empowering high-capacity leaders.
- Ability to lead through vision and strategy.
- MS Office proficiency, Mac, basic computer skills.
- Ability to prioritize projects and multi-task.
- Strong ability to communicate from stage.
- Excellent written and communication skills.
- Professional presence on the phone and in-person.
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

## Position Responsibilities

- Lead on Tuesday nights as the on-site leader for The Porch, making sure volunteer teams are in place, the environment is ready, and the evening runs smoothly from setup to close.

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***
*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*

- Assist with on-stage announcements and other moments during the Tuesday gathering, collaborating with The Porch Director on content and programing.
- Lead and organize weekly Leadership Team meetings.
- Collaborate with The Porch Director to develop the team leaders of The Porch Leadership Team through regular one-on-one meetings that include encouragement, accountability, and support for their personal and spiritual growth.
- Recruit & onboard members of The Porch Leadership team by regularly leading Roundabout Leader Development.
- Train and equip the Leadership Team in the areas of personal discipleship, disciple-making, hospitality, spiritual formation, and more.
- Partner with the coffee bar and security teams to create a welcoming lobby experience on ministry nights.
- Connect with first-time guests and oversee the follow-up connection with them.
- Process next-step cards and follow up with young adults who want to get more involved in their faith or at The Porch.
- Oversee database and administrative tasks whicn include keeping attendee records in Church Community Builder (CCB).
- Invest in the spiritual and personal development of young adults through consistent mentorship, encouragement, and practical guidance.
- Coordinate The Porch events including Late Nights, Worship Nights, and other events that build community.
- Partner with The Porch Director to manage The Porch's social media communication to reflect the ministry's mission and tone.
- Connect with The Porch Dallas team and collaborate with staff and outside organizations to build a healthy, positive, service-minded culture.

## Personal and Spiritual Requirements

Has a mature relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity