



**JOB DESCRIPTION**  
**Providence Church**  
November 2025

**Position:** Ministry Coordinator  
**Reports to:** Associate Pastor of Small Groups, Connections, and Men's

**Summary of Position:**

The Ministry Coordinator assists the ministries through administrative and planning tasks. They will coordinate the Connections ministry with help from the Associate Pastor. They also provide administrative support with the assimilation process, membership, Small Groups, and Men's ministries. This role requires strong relational skills and the ability to identify what needs to be done in the moment. Responsibilities include scheduling, planning, preparing, and managing tasks in collaboration with the Associate Pastor.

**Essential Duties and Responsibilities:**

Coordinate the Connections Ministry (60%)

- Manage the assimilation process for all guests
- Help to organize and execute Discover Providence, Join Providence, Baptism, Connections team training, and other classes
- Recruit, organize, and schedule all Connections volunteers
- Meet with new attenders and members as time allows
- Coordinate Sunday Connections team—answering questions, managing volunteers, filling in where needed, and meeting new people
- Develop and execute rhythms of care and encouragement for Connections volunteers
- Maintain kiosks and printed materials available in the foyer
- Respond to messages, comments, and inquiries on church platforms (i.e. google, email, social)

Administrative support Providence Ministries (35%)

- Help to organize leader meetings and care for Small Group leaders
- Follow up on people interested in Small Groups
- Maintain workflows: Small Group Inquiries and new small group leaders
- Administer and plan for Men's ministry events in conjunction with the Associate Pastor
- Manage daily social media posts and engagement across all platforms
- Develop graphics, print materials, slides and other assets
- Plan and maintain a social media content calendar under the guidance of the Director of Communications

General duties and others as assigned as a staff member of Providence Church (5%)

- Front line phone and online inquiries
- Attending weekly prayer meetings and monthly all staff meetings
- Maintain the church calendar



**Qualifications:**

- a) Bachelor's degree from an accredited college or university required
- b) Minimum of 2-3 years of experience as a leader in a ministry capacity
- c) Desire to grow, learn, and develop as a leader

**Demonstrated Character Qualities and Gifting:**

The following items will be documented through the application process, personal interview and references.

**1) Genuine passion for the Lord.**

- a) Love for the Word – personal devotions and disciplined study.
- b) Developing prayer life.

**2) Love for people as demonstrated by**

- a) A healthy family life.
- b) Long-term friendships.
- c) Able and willing to address and resolve conflict in a biblical manner.
- d) Presently lives his faith in biblical community with others.

**3) Organizationally skilled**

- a) Keeps up with the details of the ministry (i.e. emails, phone calls, due dates, etc.).
- b) Learning and coordinating systems and processes which assist others to succeed
- c) Follows through with plans and goals – Is a “self-starter” and “finisher”.
- d) Effective in time management and tracking ministry progress.
- e) Able to prioritize goals and daily activities to accomplish long-term strategic vision in conjunction with the pastoral staff.

**4) Delegator**

- a) Is growing in his skills to “*equip the saints*”. (Ephesians 4:11-16)
- b) Develops levels of leadership which strengthen leaders, groups, and group members. (Exodus 18)

