



**Position Title: MINISTRY TEAMS COORDINATOR**

**Description:** Members of the Emmanuel community volunteer many hours each week to help run Sunday services, provide beverage and food hospitality, serve the neighborhood and the city, and maintain the church property through gardening, landscaping, and general maintenance. Most Emmanuel community members volunteer to serve on one or more of these teams on a rotating basis each month. The job of the Ministry Teams Coordinator is to be the central point of contact for scheduling and planning the work of volunteer teams, and to assist the Senior Pastor in the development of new ministry teams as needed. This is a role that is both administrative and relational. We are seeking a person who genuinely loves working with the congregation and is able to develop energetic and positive relationships with church members of all ages and life stages. We are also seeking a highly organized planner and communicator, able to effectively maintain scheduling records and regularly communicate (via phone, email, and in-person) with dozens of individuals each week.

**Reports to:** Senior Pastor

**Areas of Responsibility and Specific Duties:**

- *Ministry Team Recruitment & Development (3 hours per week, including Sunday services)*
  - The Ministry Teams Coordinator will be responsible for advertising and recruiting for volunteer teams at the church on an ongoing basis. This will involve occasional inspiring stories and announcements during the Sunday service and weekly relationship-building and networking with the congregation before and after the service. It is expected that this person will be actively involved with the congregation on Sunday mornings on at least 75% of weeks we are meeting, due to the inherently relational and community-building nature of the role. This position will be responsible for getting to know congregants and connecting them with opportunities to serve on the following teams:
    - Beverage Hospitality
    - Sunday Bulletins
    - Food Hospitality
    - Sanctuary Design
    - Men’s Shelter
    - Small Groups
    - Gardening & Landscaping
    - Community Outreach and Service
    - Greeting & Ushering
    - Building Projects (with Facilities Manager)
    - Congregational Care
    - Sunday Childcare
- *Scheduling and Communications (2 hours per week)*
  - Maintain accurate records of each volunteer and each ministry team.
  - Develop and communicate the monthly service rotation for each team, and send personal weekly reminders to all participants to make sure people know their dates of service and their responsibilities. Clear, consistent, weekly communication to all participants is essential.

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- *Team Equipping and Oversight (2-4 hours per week)*
  - Each ministry team has a different associated set of responsibilities and skills required for its work. The Coordinator will spend time becoming familiar with the work and processes of each team, will serve as a member of each team as needed, and will be available to help train new team members as they are added.
  - The Coordinator will seek out team members who are willing and able to serve in a leadership role for their team, and will invest in training and equipping those leaders, including providing them with materials and financial resources for their work (as permitted by the church budget).
  - When a ministry team does not have a functional team leader in place, the Coordinator will assume responsibility for leading the work of that team until they can identify and train a new team leader.
- *Weekly Staff Meeting (1 hour per week)*
  - Attend a weekly Emmanuel staff meeting with the Pastor, Administrator, Worship Director, and Facilities Manager. If your schedule does not allow for attendance at this meeting, you will meet individually with the Senior Pastor once per week.
- *Other tasks as assigned*

#### **Compensation:**

The Ministry Teams Coordinator will receive a stipend of \$500 per month.

#### **Time Commitment:**

This is a 12-month position, with regular responsibilities normally ranging between **8-10 hours per week**. Certain tasks must be completed each week, and if the Ministry Teams Coordinator is on vacation or otherwise unable to work the required hours on a certain week, they are responsible for securing volunteers to ensure the work is completed on schedule. Attending at least 75% of Sunday worship services is expected for this position (and is included in the estimated weekly time commitment).

#### **About Emmanuel Church**

Emmanuel is a small, community-oriented congregation with a long and rich history. The church opened in Phinney Ridge in 1930 as the result of a merger of two local Swedish Covenant churches. Although founded by members of the Covenant denomination, the church remained independent throughout most of the 20<sup>th</sup> century. At one time Emmanuel drew nearly a thousand people for weekly worship, and proudly supported over 60 overseas missionaries. Like many older churches, Emmanuel experienced a slow decline in membership for several decades, and eventually reached the point in 2010 when only a small group of people were meeting to pray together on Sunday mornings. Since that time, fresh faces have arrived, and we now find ourselves in an exciting new season, with the conviction that God is moving among us. Among many other changes that are taking place here, we have recently re-joined our founding denomination, the Evangelical Covenant Church. We are now dreaming about the next chapter of our life together, knowing that God is calling us to serve and bless our neighborhood and our world in creative new ways – and that we must do that together, as a diverse but unified family.

*Submit questions or letters of interest to [bob@emmanuelphinneyridge.org](mailto:bob@emmanuelphinneyridge.org).*