

Congregational Life Coordinator

JOB DESCRIPTION: Congregational Life Coordinator

FLSA STATUS: Non-Exempt WORK STATUS: Part-Time, 20-25 hours/week

REPORTS PRIMARILY TO: Discipleship Pastor

Principal Function(s): The Coordinator along with the Discipleship Pastor sets the vision and strategic leadership for congregational life that is consistent with Church of the Redeemer's Vision and Values and helps guests and the congregation integrate more into the life of COTR.

Key Responsibilities:

- **ASSIMILATION**

- Create, oversee, and maintain a plan of assimilating guests becoming members and helping them become more a part of the life of the church.
- Connect with guests in a timely way and following up with them after they attend a COTR worship service or other COTR event.
- Plan, offer, and teach our Redeemer Explored class, which is an opportunity for guests to get to know the ins and outs of COTR as well as become a member.
- Coordinate with Elders, as section chiefs, in meeting and tracking guests as well as regular attenders as a strategy for closing the back door for people in our congregation.
- Strengthen pathways for regular worship attendees to deepen their engagement in the life of the church.

- **MEN'S & WOMEN'S MINISTERIES**

- Oversee and cast vision for the lay leadership teams for both our Men's and Women's Ministries.
- Encourage Men's and Women's Ministries to have entryway point opportunities for men and women into the life of the church
- Help provide vision and support for Men's and Women's retreats.

- **HOSPITALITY**

- Oversee, support, and assist the Hospitality leaders in cultivating the outward-facing dimension of Sunday mornings through the Hospitality ministry.

- Assess our process for greeting guests and implement appropriate changes.
 - Train our Hospitality volunteers on how best to warmly greet guests and provide a welcoming atmosphere for both guests and regular attenders on Sunday mornings.
 - Oversee the lay Hospitality Coordinator and assist them as needed with buying supplies, recruiting volunteers, scheduling volunteers, and any issues that arise on a Sunday morning.
 - Oversee, assist, and create a team of volunteers to help lead and coordinate the All Church Events
- **PREACHING & TEACHING**
 - Optional: Preach approximately 3-4 times per year.
 - Lead a Redeemer Equips class, when applicable.
- **STAFF RESPONSIBILITIES**
 - Attend and participate in staff prayer and Tuesday staff meetings
 - Meet weekly with Discipleship Pastor for encouragement, delegation, and personal development
 - Weekly participation in the worship services of the church
 - Attend and participate in other church services, functions, or events not on Sundays
 - May be asked to lead in liturgical elements on Sunday morning
 - Assistance in all-church activities as requested
 - Other duties as assigned

Qualifications:

- Has an ongoing and active relationship with Jesus Christ.
- Wholeheartedly affirms the Essentials of the Faith of the EPC (found here: www.epc.org/essentials).
- Wholeheartedly affirms the vision and values of the church (available upon request).
- Non-negotiable: a self-starter who is teachable.
- Become a member of COTR
- Leads others well through organization, communication, and investment
- Knows computer basics with respect to online file-sharing web programs like Google Suite and applications.

- Must possess the ability to lift up to 40 pounds, the agility to move quickly and keep pace with children, ability to maintain stamina to remain alert and energetic for 4-8 hours or more.
- A Bachelor's degree is preferable.

COMPENSATION: \$22-\$25/hour depending on experience

NEXT STEP: Interested candidates should send a resume to Pastor Ben Ruyack at ben@churchotr.com. You can learn more about us at www.churchotr.com.