



Position: Church Life Coordinator, All Saints Presbyterian Church

Hours: Approximately 20 hours per week

Role Responsibilities:

1. Administration (65% or 13-15 hours per week)

A. Sunday Morning Worship Duties

- Worship guide coordination, editing, printing, uploading and assembly each week
- Administrative support to both Pastor and Worship Coordinator
- Recruit, manage, coordinate and communicate with Sunday morning volunteer base
- Edit and upload sermon and worship guide to web
- Update KidsTable and Nursery curriculum binders, and communicate with teachers early in the week

B. Weekly Duties

- Maintain and update Breeze database with congregants and visitors (i.e., membership status, ministry involvement and contact information changes)
- Update membership class attendance and monitor where people are in process
- Record and report Sunday morning worship and nursery attendance
- Maintain and develop church website with updates and content
- Maintain and develop church social media platforms
- Field phone calls and web traffic inquiries
- Attend and participate in weekly staff meetings
- Monitor and communicate prayer requests to congregation
- Record and manage employee expenses and reimbursements for church-related expenditures

C. Miscellaneous Duties

- Purchase and stock visitor table, hospitality table and communion materials, as well as any other church supplies
- Coordinate the point person and execution of Fourth Sunday Feasts and various fellowship events through the year
- Coordinate promotional materials for church marketing and visibility
- Serve as point of contact with Heritage Hill staff
- Serve as point of contact for mercy ministry volunteers
- Coordinate scheduling, materials and location for membership classes
- Schedule membership interviews with elders and congregants
- Coordinate preparation for congregational meetings

- Coordinate the administrative details for congregation member funerals, baptisms and weddings
- Assist Pastor Chad with administrative functions related to counseling such as scheduling, paperwork and follow up appointments

2. Connection (35% or 5-7 hours per week)

- Foster relationships with congregation to support the session in connecting people to the life of the church
 - Meeting with 1-2 persons from congregation per week
 - Discerning congregant gifting and salient needs
 - Reporting and consult with elders regarding congregant connection opportunities
 - Making recommendations as to where and how congregant might best be supported and serve within the church
- Coordinate and assist pastor and elders in development of church ministries:
 - TableGroups
 - Nursery
 - Men's, Women's and Youth Ministries
 - Topical studies/communities (i.e., marriage, parenting, etc.)
 - Mercy ministry
 - Faithful Presence/Community outreach

Required Skills and Strengths:

- Demonstrates a dependence upon Christ, a love for His Church and has a testimony of the gospel bearing fruit in their life in both word and deed
- Detail-oriented and administratively gifted
- Relational and personable
- Demonstrates humility and is others-centered
- Shows initiative and creativity in generating new ideas and also an ability to implement them effectively
- Has at least 1-2 years of administrative experience
- Has at least 3-4 years of experience volunteering and/or working within a local church body
- Is proficient, knowledgeable and adept at technology and software applications such as Pages/Word, Excel, Google forms, database management systems, website development, email

Compensation:

- Salary in the amount of \$19,760/year (\$380/week)

Please complete application and submit resume at allsaintsgb.org/clc.