



2 Marlborough Avenue
Marlton, NJ 08053

Ministry Coordinator

Position Summary

The Ministry Coordinator provides operational leadership, ministry support, and administrative management for church programs, specializing in volunteer mobilization, event planning, communication, and church administration. The Ministry Coordinator ensures that ministry initiatives align with the church's mission and operate effectively. This position reports to the pastor.

Qualifications

- Committed Christian faith and willingness to support the mission, values, and ministry of the Marlton United Methodist Church, including regularly engaging in spiritual disciplines
- Strong organizational, administrative, and time-management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work collaboratively with clergy, staff, volunteers, ministry teams, and congregation members.
- Demonstrated leadership, initiative, discretion, and good judgment.
- Proficiency with, or ability to learn, common office software, email, virtual meeting platforms, cloud storage platforms, and church management systems.
- Ability to communicate effectively by phone, email, text, social media, and in person.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Flexibility to work occasional evenings and weekends for worship services, meetings, and special events.

Experience

- Preferred qualifications include prior experience in church administration, ministry coordination, nonprofit program support, volunteer management, or a related field.

- Experience working in a congregational setting is strongly desired.
- An associate's or bachelor's degree in ministry, theology, nonprofit management, business administration, communications, or a related area preferred.

Major Responsibilities

Operational Leadership

- Coordinate and support church ministry programs, events, classes, and outreach initiatives.
- Work with the pastor and church leaders to implement ministry goals and priorities.
- Maintain church and ministry calendars, event plans, records, and communication materials.
- Maintain confidentiality, professionalism, and a welcoming presence in all interactions.
- Perform other related duties and projects as assigned by the pastor.

Ministry Support

- Recruit, schedule, train, and encourage volunteers for various ministry areas.
- Track ministry participation, gather feedback, help evaluate program effectiveness, and compile and produce church and conference annual reports.
- Help connect visitors and members with small groups, service opportunities, and discipleship pathways.
- Coordinate with staff and lay leadership to ensure smooth execution of worship-related and ministry-related activities.
- Problem-solve and address issues that do not require ministry leaders' involvement.
- Facilitate communications with Ministry Partners for opportunities to serve.
- Monitor ministry supply needs and assist with budget tracking and stewardship of resources.
- Manage and upkeep of background checks and Safe Sanctuaries training for all staff and volunteers.
- Serve as primary point of contact for facility use.

Administrative and Communications Management

- Manage preparation of bulletins, announcements, newsletters, digital communications, and promotional content (social media, website, e-Notes, etc.).
- Attend staff meetings and ministry meetings, as assigned, and provide administrative support for meetings, including invitations, meeting space, agendas, materials, A/V equipment, follow-up, and recordkeeping.
- Manage and upkeep of church database, children's database, and membership records.
- Manage office phone and mail communications.
- Track and order general office supplies.
- Assist in scheduling any facility needs or repairs in coordination with the Trustees.

Work Schedule

This position is full-time. The typical work schedule includes weekdays with flexibility for hybrid onsite and remote work hours. This position has Sunday responsibilities. Occasional evening meetings and special events required. The Ministry Coordinator is expected to maintain a schedule that supports the life of the church while coordinating closely with the pastor regarding hours and availability.

Compensation

Compensation is commensurate with experience, education, and scope of responsibility.

To Apply

Send resume & cover letter to Pastor Jesse Ruch, resume@marltonumc.com