**California Heights United Methodist Church**

**Job Description: Ministry Coordinator**

The position of Ministry Coordinator is to be a support role for Pastoral Staff, Ministry Teams, and Committee Chairpersons. The position will be limited to 25 hours/week and have a variety of responsibilities, including but not limited to: volunteer recruitment, advertising/communication, social networking church ministries, website supervision, coordinating church calendar, and arranging ministry team meetings and trainings.

Hours: The Ministry Coordinator will work along with pastoral staff to determine appropriate office hours and private work hours. The position will begin with 25 hours/week.

Responsibilities:

1. Attend and notate Staff meetings.
2. Supervise Clerk, Custodian, and other paid staff.
3. Coordinate church calendar with Staff, Committee Chairpersons, Ministry Teams, Children’s Center, and outside groups.
4. Work with Weddings & Funerals Coordinator and Custodian to coordinate weddings and funerals.
5. Work with pastoral staff and ministry teams to develop, staff with volunteers, advertise, and implement ministry plans for events and other ministries.
6. Supervise website, Servant Keeper (Financial Secretary, Membership Chair).