

Ministry Coordinator

First Presbyterian Church of Lakeland, Florida

1. Position Title

Ministry Coordinator

2. Position Purpose

The Ministry Coordinator exists to strengthen the discipleship life of First Presbyterian Church by providing centralized coordination, volunteer support, and administrative systems that enable ministries to function with clarity, consistency, and sustainability.

This position supports the church's Master Plan of Discipleship by reducing operational friction, equipping volunteer leaders, and ensuring that ministry environments—especially Sunday worship hospitality—are well-organized and welcoming. The Ministry Coordinator does not set discipleship vision or content but serves as a key operational partner who helps translate vision into faithful execution.

3. Ministry and Discipleship Alignment

This position aligns primarily with the Discipleship Ministry Charter and supports discipleship in indirect but foundational ways by strengthening the environments in which formation occurs. The Ministry Coordinator contributes to discipleship by:

- Supporting worship and belonging through operational oversight of the First Impressions Ministry
- Supporting connection and formation by resourcing volunteer leaders and ministry teams
- Supporting leadership development through volunteer recruitment, onboarding, and systems support
- Supporting mission sustainability by ensuring ministries are administratively healthy and well-coordinated

4. Reporting Relationship

- Reports to: Senior Pastor
- Works collaboratively with pastoral staff, program staff, and ministry leaders
- Status: Full-Time (1.0 FTE)
- Classification: Exempt (per HR policy)

5. Primary Responsibilities

A. Ministry Coordination and Systems Support

- Maintain and coordinate the master church calendar in collaboration with program and office staff
- Coordinate logistics for ministry events, classes, groups, and seasonal programming as needed

- Anticipate and assist in resolving scheduling conflicts
- Work with the communications ministry leaders to communicate ministry priorities and provide effective workflows
- Ensure ministry rosters, events, and participation data are accurately maintained in the church database
- Support consistent use of ministry systems, processes, and templates across ministry areas

B. Volunteer Recruitment, Onboarding, and Support

- Recruit, onboard, and support volunteers serving across program ministries
- Coordinate logistical onboarding and systems training for new group and ministry leaders in collaboration with pastoral staff
- Maintain volunteer rosters, schedules, and communication tools
- Assist ministry staff in identifying volunteer needs and developing healthy, repeatable volunteer pipelines

Theological formation, curriculum selection, and pastoral oversight of leaders remain with ordained or designated ministry staff.

C. First Impressions Ministry Oversight

- Provide operational oversight for the First Impressions Ministry, including greeters and ushers
- Coordinate volunteer scheduling, onboarding, and communication for Sunday morning teams
- Ensure Sunday morning systems function smoothly to support worship, welcome, and congregational flow
- Partner with pastoral and worship staff to align First Impressions practices with the church's culture of hospitality and discipleship

D. Men's and Women's Ministry Leadership Support

- Serve as a staff resource for men's and women's ministry leadership teams by providing administrative, scheduling, and logistical support
- Assist with event planning, calendar coordination, communication timelines, and volunteer organization
- Provide tools, templates, and systems that enable leadership teams to serve effectively without assuming program ownership

E. Administrative Support for Program Staff

- Provide defined administrative and coordination support to program staff, including scheduling assistance, event logistics, purchasing coordination, and documentation
- Assist with purchasing processes by gathering information, submitting requests, and tracking orders in accordance with church financial policies
- Help prepare ministry schedules, reports, and planning documents as requested

6. Authority and Decision-Making

- This position supports ministry execution and coordination and does not set ministry vision, discipleship strategy, or theological direction
- Decision-making authority includes calendar coordination, volunteer scheduling systems, and administrative workflows within established policies
- Prioritization of work is coordinated through the Senior Pastor to ensure alignment with church-wide priorities

7. Qualifications

Required

- Minimum of two years of relevant administrative, ministry, or nonprofit experience; demonstrated reliability and tenure valued
- Strong organizational, multitasking, and time-management skills
- Excellent interpersonal and written communication skills
- Ability to work independently, exercise sound judgment, and manage priorities
- Proven integrity and ability to maintain confidentiality and discretion
- Proficiency with Microsoft Office or similar productivity tools

Preferred

- Experience in a church or faith-based nonprofit setting
- Familiarity with church management databases and scheduling systems
- Experience working with volunteers in a coordination or leadership capacity

8. Preferred Competencies

- Servant-hearted and collaborative approach to ministry support
- Detail-oriented with a systems mindset
- Relationally grounded and emotionally mature
- Flexible and calm in a dynamic, time-sensitive environment
- Committed to the mission and discipleship life of the church

9. Expectations for Conduct and Faithfulness

- Models Christian character, humility, and professionalism in all relationships
- Supports the mission, values, and discipleship pathway of the church
- Works collaboratively with staff, volunteers, and leaders across ministry areas
- Exercises discretion, trustworthiness, and respect in handling sensitive information

10. Work Schedule and Status

- Regular weekday office hours
- Sunday morning presence required in support of the First Impressions Ministry
- Occasional evenings and weekends for major events and seasonal programming
- Active participation in staff meetings and collaborative planning rhythms

11. Evaluation and Development

- Performance is evaluated annually by the supervising staff member

- Evaluation emphasizes faithfulness, collaboration, growth, and contribution to the overall health of the church's discipleship systems
- Development is encouraged through training and staff formation opportunities

12. Review and Revision

This position description is a living document and may be reviewed and updated as ministries evolve and the Master Plan of Discipleship is refined.