

# MINISTRY COORDINATOR



The Ministry Coordinator position at Rebuilt Parish is crucial in recruiting, nurturing, and inspiring volunteer ministers while overseeing all aspects of non-coaching ministry communications, care, and spiritual development. PT position. This is an in-person position located in Timonium, MD. Rebuilt Parish is a ministry of Church of the Nativity.

## PARTNER DEV Team

This part-time position is dedicated to fostering a vibrant and engaged volunteer community by cultivating a team of passionate servants and ensuring effective communication and support for all non-coaching ministry activities.

## Must-Haves

- Team building experience in a faith based organization
- Desire to learn, grow and reach the “unchurched”
- Excellent Communication Skills
- Adaptability and Resilience
- Relationship Building Skills
- Tech Savvy. Proficiency with CRM software and online communication tools
- Passion for the Mission

## Nice-to-Haves

- Served on staff or in a ministry position
- Deep Understanding of Faith and Values
- Public Speaking



## General Responsibilities

- **Volunteer Recruitment and Development**
  - Identify and engage individuals with unique gifts and talents suitable for ministry roles.
- **Volunteer Coaches in Waiting**
  - Identify and recruit potential volunteer coaches within Nativity and other communities.
- **Non-Coaching Ministry Communications and Care:**
  - Oversee all aspects of non-coaching ministry communications, including website content, social media presence, newsletters, and other communication channels.
  - Collaborate with the directors and leadership to align ministry efforts with Rebuilt Parish's overall mission and vision.
  - Attend regular staff meetings and provide updates on ministry activities and initiatives.
  - Maintain accurate records of volunteer participation and ministry activities.
  - Stay informed about developments in ministry practices and trends, incorporating best practices into ministry operations.
  - Uphold a commitment to excellence and continuous improvement in all ministry leadership and administration aspects.

To apply for this position please email [david@rebuiltparish.com](mailto:david@rebuiltparish.com)