



Rebuilt Parish Ministry Coordinator ~ Job Description

Title:	Rebuilt Parish Ministry Coordinator
Department:	Products and Services
Reports To:	Head of Products and Services
Hours:	Part Time (20 Hours /week, occasional weekend hours required)
Location:	Hybrid; some in person presence required in Timonium, Maryland

Position Summary:

The Rebuilt Parish Ministry Coordinator is a part-time position dedicated exclusively to supporting the Rebuilt Parish Ministry. This role is responsible for overseeing the full minister lifecycle within Rebuilt Parish, from recruitment and training to placement, tracking, and ongoing care. The coordinator ensures that ministers are well-formed, supported, and joyfully integrated into ministry teams. The position also includes event planning, database management, and leadership development within the ministry. This role isn't just about coordinating volunteers; it's about equipping the saints for the work of ministry (Ephesians 4:12).

Key Responsibilities:

Recruitment & Onboarding

- Plan and conduct regular interest meetings for prospective ministers.
- Manage the application process and oversee background checks in compliance with parish/diocesan guidelines.
- Guide new ministers through onboarding and training processes.
- Place ministers into appropriate teams, coordinating with ministry leaders to fill needs and gaps.

Minister Formation & Training

- Develop and facilitate formation and training resources specific to the Rebuilt Parish Ministry.
- Work collaboratively with internal ministry leaders to ensure consistent and mission-aligned training.
- Create leadership development pathways and form a Rebuilt Parish Ministry leadership team.
- Support the spiritual well-being of ministers and encourage spiritual growth

Minister Support & Care

- Track each minister's progress from initial interest through full assimilation.
- Conduct regular check-ins with active ministers to assess their experience and support needs.

- Identify and share new ministry opportunities with current and potential ministers.
- Organize bi-annual appreciation events, such as a Christmas Party and Summer Happy Hour.

Administrative & Data Management

- Maintain accurate and up-to-date records in the Ministry Platform system.
- Track demographic information and engagement metrics for all ministers.
- Provide regular reports to the Rebuilt Parish Team on minister involvement, training completion, and team needs.

Preferred Qualifications

- Committed to the vision and values of the Rebuilt Parish Ministry.
- Strong interpersonal and organizational skills.
- Experience in volunteer or ministry coordination preferred.
- Comfortable with digital tools such as Google Suite, spreadsheets, and Zoom.
- Able to work independently and collaboratively in a fast-paced ministry environment.
- Availability to work occasional weekends or evenings for events or meetings.

Supervisory Responsibilities:

- Oversee a team of 40 – 50 Volunteer Ministers

Why Join Rebuilt?

At Rebuilt Parish, you'll be part of a mission-driven team helping parishes grow and make disciples. You'll collaborate with passionate teammates who are committed to renewing the Church. Your work will have real impact, directly shaping parish transformation across the country—all within a flexible, remote environment.

Desired Competencies:

Builds Relationships

- Works effectively with Rebuilt staff, ministers, Nativity staff, and parishioners
- Seeks understanding and practical, mutually beneficial solutions

Communicates Effectively

- Provides clear, consistent, and timely communications
- Explains ideas and recommendations with clarity and purpose

Demonstrates Strategic Focus

- Supports an engaging, mission-driven environment
- Anticipates challenges and develops clear, actionable plans

Results Oriented

- Sets and meets goals consistently
- Takes initiative, meets deadlines, and contributes to the overall mission

Rebuilt Parish Inc. offers a comprehensive benefits plan and competitive salaries.

Submit your resume to: David Makela, david@rebuiltparish.com