



Position Title: Ministry Operations Coordinator

Position Summary: This is a high-level leadership position requiring strategic oversight, team coordination, and operational excellence. The person in this role must think like a systems architect, lead like a coach, and execute like a project manager. The Ministry Operations Coordinator is the administrative backbone and systems steward of theCHURCH. This high-impact, high-trust role combines operational coordination, communications oversight, and volunteer systems management to ensure our ministries function with clarity, consistency, and excellence.

Reports To: Lakeside Campus Pastor

Areas of Responsibility

This role leads teams of volunteers, which the Ministry Operations Coordinator is responsible for recruiting, training, and equipping. Each team focuses on a core function necessary for the health and clarity of campus operations and communication.

1. Communications Team

- Manage centralized intake for phones, email, app, and social media messages.
- Ensure all inquiries are acknowledged in a timely manner and routed appropriately.
- Maintain expert-level oversight of App and website content.
- Create or curate artwork for flyers, posters, banners, and other visual communication needs.
- Manage Sunday slides, lobby signage, event promotions, and internal announcements.
- Lead communications through social media platforms and newsletters.

2. Admin & Operations Team

- Maintain a consistent on-site presence during office hours to answer phones, greet visitors, and route inquiries.
- Serve as the primary intake point for all information requests, ensuring clear and timely routing.



- Maintain updated directories and staff info boards.
- Participate in church-wide training and leadership meetings.
- Respond to communication directed to leadership when appropriate.
- Oversee building key inventory or access control.
- Execute printing and signage for events.
- Lead a procurement and purchasing team to support campus and ministry needs.

3. People Managment & Systems Team

- Serve as the subject matter expert for all modules.
- Standardize usage, permissions, and data entry; oversee workflows and provide routine audits.
- Train staff and volunteers in people management systems, ensuring it's clean, efficient, and aligned with ministry goals.
- Support and maintain systems that reinforce theCHURCH's Pathway to discipleship.
- Maintain and manage Google Drive.
- Demonstrate a willingness to learn and implement AI solutions to improve efficiency and service.

4. Events & Guest Experience Team

- Provide logistical and administrative support for church-wide events.
- Coordinate procurement and volunteer support for special initiatives.
- Support funeral and wedding coordination with scheduling and communication.
- Provide support for Sunday morning guest experience.
- Document processes to prepare for multi-campus consistency.

Education and Experience

- Must have a passion for building and managing teams and cultivating strong relationships.
- Able to clearly communicate vision and inspire others to pursue it with unity and purpose.
- Minimum of 6 months regular attendance at theCHURCH prior to employment.



making it easier for people to know Jesus . . .

- Committed follower of Jesus Christ and a covenant partner of theCHURCH (or a willingness to become a covenant partner).
- Alignment with theCHURCH's Mission, Vision, DNA, and Core Beliefs.
- Demonstrated administrative experience in a church, nonprofit, or office environment preferred.
- Must be a self-motivated problem solver—someone who will dig in, figure things out, and get the job done.
- Demonstrates a strong willingness to learn, embrace technology, and improve systems continuously.
- Experience managing systems, coordinating volunteers, or handling multi-channel communications is preferred.

Important Skills / Personal Traits

- Highly organized and detail-oriented
- Relationally intelligent and clear communicator
- Strong systems thinker with problem-solving abilities
- Capable of handling confidential information with discretion
- Self-starter comfortable serving from the middle with initiative, humility, and clarity
- Willingness to embrace and learn new technology

Time Commitment: 40 hours/week, including regular Sunday morning presence; flexibility required for occasional evening/weekend events.

Win Statement:

You win when staff stay in their ministry lanes, volunteers feel equipped and appreciated, systems hum with excellence, and theCHURCH grows in unity and readiness for what's next.