



Job Posting: Ministry Coordinator

Cedar Bayou Grace Church has an immediate opening for a part-time, Ministry Coordinator (MC) who will be responsible for ensuring all adult ministry teams are recruited, scheduled, trained and serving with excellence. This individual will oversee our First Impressions Team, Assimilation Team, Small Group Team, Hospitality Team, Security Team and Worship Environment Team.

Duties & responsibilities include, but are not limited to:

- Create a culture of serving with excellence
- Employ recruitment strategy twice a year to ensure new volunteers are being assimilated
- Help identify and recruit for other teams as requested by the pastoral staff
- Identify trainers (and trains them) or conducts training for all adult areas except mercy ministries.
- Assist or teach lay ministry leaders to recruit volunteers for their teams, as requested.
- Attend/lead weekend service huddles and ensure teams are present
- Set up host room and connections center for Sunday services and other events
- Operate within the budget
- Staff and manage all events requiring hospitality
- Manage all First Impression systems & software
- Manage supplies for Welcome Center, Connection Center, Volunteer Central and coffee bar
- Other duties as assigned

The ideal candidate will have proficiency with Planning Center, social media, and current computer technology and will preferably have the following qualifications:

- Vibrant, growing relationship with Jesus
- Consistency in personal spiritual growth through prayer and bible study
- Member or willing to become a member CBG
- Maintains personal priorities of home and family well
- Exemplifies Godliness and humility in leadership
- Skilled at mobilizing members and executing strategy
- Energetic, engaging personality
- Self-starter, not requiring a great deal of supervision
- 2+ years ministry experience
- 2+ years managerial experience
- Good conflict resolution skills
- Senses God's call to this position



This part time position will require a dedicated individual who will be able to work 5 hours on Sunday mornings and an additional 15-20 hours during the week. Salary is commensurate with experience.

Applicants for this position should apply by sending a cover letter outlining your call to this ministry along with a current resume that specifically highlights your qualifications as related to the job qualifications. Letters and resumes can be emailed to Karen Tyler at ckarenkate@comcast.net (please note: Ministry Coordinator Applicant) in the memo line of your email.