



Connect Ministry Coordinator

Job Type: Part-time (20 hours per week, Wednesday & Sunday Required)

Position Summary:

The Connect Ministry coordinator will be responsible for managing the vision, administration, and development of the Connect Ministry at Calvary Monterey. The Connect Ministry coordinator has a passion for facilitating the warm, welcoming, Spirit-led connections at our church. Typical work assignments involve a range of administrative duties related to event coordination, database organization, and communication management. The Connect Ministry coordinator will manage volunteer teams, recruiting, and training additional team members as needed. The position hours are flexible on weekdays, with Wednesday staff meetings as a priority. Sunday morning work hours are required.

Spiritual Gifts/Attributes:

Hospitality, Administration, Leadership

Talents and Abilities:

Faithful, professional, flexible, organized, detail-oriented, hard-working, trustworthy, friendly, clear communicator, team leader, takes initiative

Preferred Qualifications:

- Two years related administrative or ministry experience, including event and volunteer coordination
- Proficiency in use of personal computers and software programs such as Microsoft Office Suite (or equivalent) as well as database programs such as Planning Center Online (or equivalent)
- Experience communicating detailed information to internal and external constituents in written/verbal form
- Associates Degree or equivalent education/experience

Job responsibilities:

- Casts vision among Calvary staff and volunteers for Connect ministry, facilitating inviting and loving connections for our church family, especially those who are new or looking to engage in our community
- Facilitates Connect team roster by recruiting new members, processing applications, completing interviews, and delivering decisions to potential team members
- Develops training materials, activities, and events for Connect team members
- Manages volunteer team scheduling process and organizes team database records
- Writes and distributes Connect volunteer role assignment emails and additional communication as needed
- Works with Sunday Planning Team to prepare for worship services; attends two weekly meetings.
- Oversees volunteer team huddle on Sunday mornings, scheduling pastor or volunteer for devotional/prayer time and preparing any necessary announcements for volunteers and staff
- Supervises signage needs for Sunday services by identifying necessary projects or updates, proofing designs from the creative team, and tracking current inventory
- Provides and manages Connect Ministry volunteer support for church-wide events as needed
- Manages newcomer welcome gift materials: updates necessary church promotional contents, tracks inventory of bag contents, and assembles additional gifts as needed
- Tracks and communicates with newcomers to our church: works with communication team to develop outreach content on a variety of platforms, does weekly newcomer follow-up, manages TextIn Church account
- Manages Connect Ministry budget
- Coordinates with Grille Manager to manage Sunday morning coffee stations and coffee expenses
- Collaborates with Life Groups Director in the development and coordination of Connect Groups
- Other duties as assigned

Relationships:

Reports to Pastor Manny Collazo

Works with Sunday Planning team, Connect Ministry volunteers, and Bridge residents

Works with ministry/staff within Calvary Monterey towards the fulfillment of church mission and vision