



POSITION: Volunteer Coordinator
REPORTS TO: Ministry Manager
EXPERIENCE: 1-2 years of relevant experience
HOURS: Part-time; 10 hours per week; includes Sundays; opportunity to work remotely (in Houston area) and within office (Tuesday staff meetings)

POSITION SUMMARY

Manage Sunday morning ministry teams throughout the week and on Sunday mornings in coordination with the Ministry Manager.

JOB DESCRIPTION

- Develop a plan to promote serving at City Church at the beginning of the ministry year
- Source volunteers for ministry teams throughout the summer months and train ministry team captains
- Maintain familiarity with all ministry teams and their tasks. Teams include: Communion Prep, Prayer, Media, Sunday Ops, Usher, Welcome | Hospitality
- Source volunteers from City Church database to fill communion server needs on a weekly basis
- Manage all ministry team members by tracking teams within Google Sheets including week-to-week changes
- Communicate weekly with ministry team captains via email
- Stay available via email to ministry team members by promptly answering questions and providing ongoing direction
- Oversee the Sunday morning volunteer set-up (including but not limited to maintaining an inventory of supplies) and provide onsite guidance to volunteers before, during and after service
- Lead weekly Sunday morning ministry team prayer gathering
- Track weekly attendance and record in City Church database

QUALIFICATIONS

- A growing Christian aligned with the doctrinal orientation and core values of City Church
- Excellent organization and interpersonal skills
- Proficient in G Suite applications

Applicants should send resume and cover letter to Valerie Tompson, Executive Director, at valerie@citychurch.org