



MINISTRIES SUPPORT COORDINATOR

Job Description

VISION & MISSION

New Hope Church (NHC) is a Christ-centered community for all peoples, moving toward Jesus and taking others with us. A legacy church of the Evangelical Free Church of America, we are in the greater Minneapolis area, care deeply about our region, and enjoy meaningful partnerships around the world. We seek to be a congregation growing together, reaching out, and giving all.

OBJECTIVE

The Ministries Support Coordinator will resource various ministry teams—primarily Next Gen and Adult Ministries—toward strategic, operational effectiveness.

SCOPE

- Part-Time // Non-Exempt // Hourly (approximately 20 to 28 hours per week)
- Salary: \$18.00 to \$20.00 per hour
- Ministry Staff // General Ministries // Reports to Next Gen Pastor

VALUES

- Shepherd Inward: Embody holy and healthy self-care
- Shepherd Alongside: Engage the life of the congregation and staff as an empathetic and humble participant
- Shepherd Beyond: Extend the imagination for glorifying Christ to communities beyond NHC

RESPONSIBILITIES

NHC Staff

- Be a champion of NHC's vision, leadership and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

General Ministry Support

- Coordinate ministry logistics and systems, including calendars, facilities, websites, registrations, communications, events, and other administrative processes necessary for effective ministry execution.
- Support and resource ministry leaders and volunteers, including recruitment, training, coordination, communication, and ongoing shepherding of volunteer leaders across both Next Gen and Adult Ministries.
- Administer ministry information and participation systems, maintaining accurate databases and registrations, tracking participation and attendance, and helping proactively integrate new participants into the life of the church.
- Assist with ministry programming and events, including groups, studies, classes, retreats, conferences, mission trips, and other opportunities designed to foster community, spiritual growth, and discipleship.
- Support ministry communications, helping create and coordinate clear, timely communication and promotional materials.

- Assist with budget development and administration, helping ministry leaders steward financial resources effectively and maximize ministry impact.
- Help develop and maintain effective ministry policies, protocols, and processes, particularly those that provide consistency, clarity, safety, and operational effectiveness.
- Gather and help interpret ministry information and trends, supporting leaders in evaluating effectiveness and developing increasingly integrated discipleship strategies for children, students, adults, and families.

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Exceptional wisdom, discernment, and culturally responsive leadership
- High attention to detail and resourcefulness
- Excellent communication and organizational skills