

Calvary Church

Ministry Coordinator

Job Description

Full-Time (non-exempt)

Calvary Church is seeking a highly organized, proactive Administrative Assistant who is passionate about ministry and thrives in a collaborative environment. This role is more than administrative support, it plays a key part in strengthening our ministry through excellent communication, strong systems, and effective coordination across teams.

QUALIFICATIONS

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship with the Lord within the Christian community
2. Actively participates in a faith-based environment, including prayer, staff chapel, and ministry life
3. Strong interpersonal and communication skills (phone, in person, and written)
4. Highly organized with strong time management and attention to detail
5. Demonstrated ability to manage multiple projects and priorities effectively
6. A self-starter who works well both independently and as part of a team
7. Strong aptitude for learning new systems and technology quickly
8. Experience with databases/CRMs preferred
9. Proficiency in Microsoft Office; familiarity with Canva or InDesign is helpful
10. A servant-heart, flexible, and dependable

DUTIES AND RESPONSIBILITIES

Administrative Support:

- Provide administrative support for assigned ministry areas
- Maintain awareness of Calvary ministries and events to provide accurate information and support
- Assist pastors and directors by organizing information, coordinating details, and managing administrative tasks

Communication

- Prepare, edit, and distribute communications including emails, letters, postcards, and newsletters
- Ensure communications are clear, accurate, and timely

Project & Process Coordination

- Assist in coordinating projects across ministry areas to ensure timely execution
- Track timelines, tasks, and follow-ups for key initiatives
- Help identify and improve administrative systems and processes for greater efficiency

Systems & Database

- Serve as a primary point of contact and internal champion for the church database
- Learn system functionality and help train staff on best practices and usage
- Maintain data accuracy and integrity across ministries
- Identify opportunities to improve workflows, reporting, and processes through effective system use

Team Collaboration & Guest Experience

- Serve as part of the administrative team by answering phones and greeting guests
- Assist with internal forms, processes, and ministry needs

General Support

- Work collaboratively with the administrative team to support the overall needs of the church
- Perform additional duties as assigned

EXPECTATIONS

- Subscribe to and affirm the Statement of Faith and Values of Calvary Church

REPORTING AND RELATIONSHIPS

- Report to the Communications & Support Staff Manager
- Works closely with pastors, ministry leaders, staff, and volunteers across both campuses
- Collaborates as part of the administrative support team

WHY THIS ROLE MATTERS

This role plays an essential part in helping Calvary Church function with clarity, excellence, and purpose. By strengthening systems, supporting leaders, and improving communication, this position helps create an environment where ministry can thrive and people can grow in their faith.



Roseville Campus

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White Bear Campus

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