

**Position Title:** Ministry Coordinator & Sunday Service Producer

**Reports to:** Lead Pastor and Administrative Assistant

**Effective Date:** January 2026

**Status:** Part-time (20–25 hours/week)

### **Position Summary**

This vital, multi-faceted role supports Providence Coatesville's mission by providing organizational and creative support for weekly church operations and Sunday worship gatherings. This role works closely with the Lead Pastor to manage communications, scheduling, meetings, and events, while also overseeing the flow and logistics of Sunday services. They collaborate with ministry teams to create Christ-exalting, well-executed weekly worship services. Strong organizational, communication, and leadership skills are essential, along with a heart to service and a passion for the local church in the urban context.

### **Key Responsibilities**

#### **1. Support the Mission & Weekly Ministry Operations**

- Meet weekly with the Lead Pastor to assist with scheduling, communication, planning, staff care, and ministry development.
- Assist with church-wide communication, including emails, Planning Center updates, and maintaining clear systems across ministries.
- Help coordinate meetings, events, and outreach in alignment with our mission and vision.

#### **2. Oversee and Produce Sunday Worship Gatherings**

- Plan and lead all elements of Sunday service flow, including announcements, pastoral prayer, and The Lord's Supper.
- Coordinate weekly with the worship team, teaching pastors, tech/production team, and volunteers to create a God-honoring and seamless worship experience.
- Run the Sunday Pre-Service Team meeting to help volunteers prepare spiritually and logistically for the gathering.
- Communicate clearly with guest preachers, missionaries, and worship leaders in advance of their Sunday involvement.
- Ensure the space and visuals (PowerPoint, décor, room setup) support

our mission and communicate gospel clarity.

### **3. Coordinate Ministry Teams and Support the Church Family**

- Organize and take notes for key meetings (elders and staff), and follow up on action items.
  - Help plan and coordinate special events, baptisms, family gatherings, and outreach initiatives.
  - Attend and contribute to staff meetings.
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## **Qualifications & Skills**

### **Essential:**

- A mature and growing relationship with Jesus Christ marked by humility, spiritual hunger, and love for the local church.
- Agreement with and embodiment of Providence's Mission, Vision, Beliefs, and Core Values.
- Proven administrative, organizational, and communication skills.
- Bachelor's degree or equivalent life and ministry experience.
- Proficiency in productivity tools (e.g., Planning Center, Canva, Mailchimp, PowerPoint, etc.).
- Able to problem-solve under pressure and work collaboratively across diverse teams.

### **Preferred:**

- Experience in church ministry, Sunday service production, or team leadership.
  - Creative sensibilities (aesthetic eye, communication tone, worship flow).
  - Spiritual gifts of administration, helps, leadership, or communication.
  - Passion for Coatesville and heart for reaching the lost.
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## **Personal Qualities**

- Spiritually and emotionally healthy, flexible, and servant-hearted.
- Self-starter who is dependable, proactive, and detail-driven.
- Warm, relational presence that reflects the gospel.
- Willingness to grow, receive feedback, and lead with integrity.