

**POSITION TITLE:** COORDINATOR OF CONGREGATION LIFE AND ENGAGEMENT

**REPORTS TO:** PASTOR / SESSION through Human Resources Ministry Team

**EMPLOYEE:**

Date: \_\_\_\_\_

### **POSITION PURPOSE**

The Coordinator for Congregational Life and Engagement is a part-time, 20-hour per week position and reports to the Senior Pastor. In collaboration with the Hospitality and Evangelism Ministry Team, the Fellowship Ministry Team, and the Health Ministry Team, the Coordinator will oversee Unity Presbyterian Church's ministry of helping those seeking a church home become new members and faithful followers of Jesus Christ; congregational fellowship and joy; nurturing health and wholeness in body and spirit; and other ways to deepen relationships and connections with Christ and one another.

### **CORE ATTRIBUTES OF THE POSITION:**

The individual occupying this position will be assessed on, at least, an annual basis related to their performance. The nature of this position is one of being very interactive and collaborative among pastors, staff, members, and visitors. This position will demonstrate a high level of confidentiality in handling information verbally, electronically, and in print.

### **DETAILED RESPONSIBILITIES**

#### Hospitality and Evangelism

- With the pastors and the Hospitality and Evangelism Ministry Team, facilitate and track a systematic way for guests and visitors to become aware of Unity Presbyterian Church and consider becoming members of our congregation
- With the pastors and the Hospitality and Evangelism Ministry Team, facilitate a small group discipleship/shepherding program for new members
- With pastors and the Hospitality and Evangelism Ministry Team, facilitate periodic connections with new members over their first two years of membership toward the goal of helping new members feel a sense of belonging and become engaged in life and ministry.
- Serve as staff liaison, with the Senior Pastor, to the Hospitality and Evangelism Ministry Team and attend the team's meetings and events

#### Fellowship and Engagement

- With the pastors and the Fellowship Ministry Team, foster Sabbath and delight by imagining, planning, and creating events and opportunities for our congregation to have fun and be fully present with one another.
- Serve as a resource for information to members and volunteers regarding Church programs and resources, mission opportunities, and other ways to be involved. Respond in a timely manner to questions and provide assistance to ensure a high level of member/volunteer engagement in ministry.
- Coordinate communication of Fellowship events and opportunities for greater involvement with the congregation and community via the bulletin, newsletter, announcements, social media, posters, etc.
- Serve as staff liaison to the Fellowship Ministry Team and attend the team's meetings and events

### Health Ministry

- Assist the pastors and Health Ministry Team in providing support and encouragement for the health, well-being, and wholeness of members of the congregation and community.
- Coordinate communication about the medical equipment lending closet and health educational events with the congregation and community via the bulletin, newsletter, announcements, social media, posters, etc.
- Serve as staff liaison to the Health Ministry Team and attend the team's meetings and events

### Other Ministry Areas

- Serve collaboratively as part of the program staff, providing leadership and creativity in planning events and programs for the church; this includes the flexibility and adaptability that is required in serving on a team.
- Attend the weekly staff meeting of the Unity staff on Tuesdays at 9:30 AM.
- Coordinate and facilitate communication and action items with the church office staff, pastors, Session, Deacons, and other ministry teams.
- Perform other duties as assigned by the Senior Pastor/Head of Staff.

### **QUALIFICATIONS**

- A bachelor's degree and experience with Presbyterian ministries including hospitality, evangelism, and fellowship.
- Excellent verbal and written communication skills
- Experience recruiting, coordinating, and managing volunteers
- Excellent organizational skills
- A joyful spirit and love for all people.

### **SKILLS REQUIREMENT:**

In addition to the skills indicated by this position description, the Coordinator needs to have proficiency with computers, Microsoft products (Word, Excel, Outlook, etc.), and Internet. Knowledge and use of office equipment are also skills required for this position.

### **PHYSICAL REQUIREMENTS**

Mental cognition for planning, organizing and coordinating activities and volunteers, and for communicating with constituency groups. Ability to physically attend meetings and events at various times during the day/evening. Ability to sit, stand, and stoop. On occasion, climb stairs, bend down, and carry items of moderate weight (paper, materials, supplies, etc.).

**Approved by Session – February 23, 2026**