

Montgomery Community Church Position Description

Title: MCC Senior Ministry Coordinator

Classification: Part-Time; Hourly Non-Exempt; Up to 10 hrs/wk

Benefits: As indicated in the MCC Employee Handbook

Purpose: The purpose of this position is to manage and facilitate the MCC Senior Ministry

Responsibilities:

A. General

- 1) Recruit a team of volunteers (8-10) to plan and implement the MCC Senior Ministry
- 2) Work with Discipleship team for scheduling on Master Calendar and ESpace
- 3) Compile MCC Senior newsletter in conjunction with Communications
- 4) Encourage participation in all – church studies and service projects
- 5) Promote mission and vision of MCC

B. Operations

- 1) Manage logistics, reservations, and details for all MCC Senior Ministry events
- 2) Coordinate with Communications Department on all MCC Senior Ministry communication needs to ensure clarity and maximum reach

C. Volunteers

- 1) Develop a yearly calendar of events
 - Monthly Lunch & Learns and Service Projects
 - Quarterly Events (each season)
 - Outreaches (2 xs/yr)
 - Overnight Retreat as deemed needed
- 2) Facilitate execution of plans
- 3) Encourage growth into the likeness of Christ and their effective use of their giftedness

D. Financial Management

- 1) Recommend and develop yearly budget with Discipleship Pastor
- 2) Oversee MCC Senior Ministry budget.
- 2) Understand and operate within church financial policies

E. Other

- 1) Carry out the mission of MCC by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors and other staff, while serving in this ministry role.
- 2) Ability to work with a teachable heart, good attitude, and unified spirit.

Performance Expectations:

- 1) MCC Senior Ministry volunteers will be encouraged as ministry multipliers
- 2) Work with Care Pastor to communicate stories of life changes churchwide

Qualifications:

A. Knowledge and Experience

- 1) Experience in management within an organization
- 2) Proficient in all Microsoft applications.
- 3) Attend MCC

B. Skills

- 1) Facilitator
- 2) Manager

C. Spiritual Gifts

- 1) Administration
- 2) Hospitality

MCC Senior Ministry Coordinator Effective: June 2023

Reports to: Discipleship Pastor