



---

# Ministry Operations Coordinator Job Description

New Life Fellowship East

## ACCOUNTABILITY:

Assistant Pastor

## STATUS:

Part Time Hourly (15-20 hours/week)

## ROLE SUMMARY:

Serve as the volunteer team leader to execute a high quality guest experience of Sunday services and other NLF events. Work in coordination with ministry leaders and teams throughout the week.

## QUALIFICATIONS:

- A. Committed to the mission and values of New Life Fellowship
- B. Ability to lead within a small to mid-sized multi-racial context
- C. Experience in recruiting, training, directing and releasing leaders
- D. Strong written and oral skills
- E. Ability to recruit, train and manage volunteers
- F. Strong leadership skills, adept troubleshooter, detail-oriented, holds a value of excellence
- G. Technologically adept

## RESPONSIBILITIES:

### Sunday Service & Special Events

- A. Manage the environment's decorative needs for Sunday/special services, special events, and seasons. (Ash Wednesday, Good Friday, Easter, Vision Sunday, Anniversary Sunday, Advent, etc)
  - a. Work with the Assistant Pastor, appropriate leaders, and volunteers to plan for and execute decor, signage, and any aesthetic needs for services and events.





- 
- B. Manage Volunteer Groups/Teams (ConnectTeam, Prayer Team, Hospitality Team, Parking Team, Chat & Chew Team, etc)
    - a. Provide staff support and oversight to volunteer team leaders.
    - b. Recruit, train, and manage the scheduling of volunteers for all services and events as needed via sheets and Planning Center.
  - C. Manage Sunday and midweek events operations
    - a. Send out weekly reminder texts and/or emails to Sunday team leaders.
    - b. Ensure the coordination of operational needs for services and events.

### **Operations (Admin, Communication, & Resource Management)**

- A. Manage the building operations for Sunday service and special events
  - a. Assume the primary responsibility for the opening, closing, and preparation for the building for services and events.
  - b. Coordinate with select volunteers and staff when needed for opening and closing needs.
  - c. Oversee any repair request, usage request, etc
- B. Manage Visual Needs for Church Events (photography, video, etc)
  - a. Organize and secure any photography and videography needs via a volunteer base of practitioners and contractors.
- C. Manage Hired Cleaners for Weekly Sanitation of Rental Space
  - a. Organize and schedule the contractor base for any cleaning/sanitation needs for our building space.
  - b. Ensure proper payment of contractors via admin assistant
- D. Manage Hired Security for Sunday Service and Special Events
  - a. Organize and schedule the contractor base for any security needs for our building space.
  - b. Ensure proper payment of contractors via admin assistant

### **Other/General**

- A. Attend all required events and activities including Sunday service, staff meetings, major special events, etc
- 1. Other tasks as required to fulfill Job Summary and Responsibilities as needed and requested by the Congregation Pastor, Assistant Pastor, and Elder board.
- 2. Job Description as of 2/11/26

