

# RENOVATION CHURCH

## VOLUNTEER MINISTRIES COORDINATOR JOB DESCRIPTION

### FULL TIME POSITION

40-45 hours per week  
Flexible daytime schedule  
On site position in Blaine, MN  
For salary information - email  
Rachel@renovationchurch.org

### INCLUDED BENEFITS

Health, Dental, and Vision Insurance  
(70% of premiums paid)  
Employer Retirement Contribution  
(6% of annual salary)  
3 weeks vacation and 7 paid holidays

## DEAR INTERESTED APPLICANT,

Renovation Church is a fast-growing community that is passionate about following Jesus and helping others do the same. We recently moved into a brand new 45,000 square foot church building, and since moving our church has grown in attendance from 500 to over 2,000 people over the past three years. We are looking to hire a Volunteer Ministries Coordinator to oversee our Sunday morning volunteer ministries. This person will lead the Volunteer Ministry Leader team and the volunteer culture at Renovation Church. A person skilled in vision casting, recruiting, training, and developing others will thrive in this role. Renovation Church is a Bible-believing church and is affiliated with Converge. To learn more about who we are as a church, visit [RenovationChurch.org](http://RenovationChurch.org).

## QUALIFICATIONS

### LIFESTYLE

- Personal, growing, and mature relationship with Jesus Christ
- Demonstrates consistent lifestyle and is of strong character
- Demonstrates a humble and teachable attitude
- Responsible and reliable in work and life
- Agrees with our Statement of Faith and has a strong respect for the Word of God.

### GIFTEDNESS AND ABILITIES

- A strong passion for serving and creating an excellent visitor experience
- Highly competent in discerning leadership capacity in others
- A proven history of effective recruitment
- Ability to organize ministries effectively
- Strategic skills to refine and improve ministries
- Must be a reliable self-starter, willing to take ownership, and a team player

## RESPONSIBILITIES

### **OVERSEE RENOVATION CHURCH'S VOLUNTEER MINISTRIES**

*(The current volunteer ministries this person would have oversight for would be: Greeting Team, Crew Team, Parking Team, Safety Team, Usher Team, Baptism Team, Café Team, Gospel Threads Team, Follow-Up Team, Library Team, Landscaping Team, Prayer Team, Counting Team, and Welcome Team.)*

- Provide strategic oversight and vision to volunteer ministries
- Continue to improve our welcome experience for first-time visitors on Sunday mornings
- Meet with Volunteer Ministry Leaders regularly to provide vision, strategy, training, support, and feedback
- Recruit qualified leaders to become Volunteer Ministry Leaders
- Manage volunteer scheduling
- Invite people to use their gifts to serve
- Ensures volunteers are equipped to serve
- Further develop current volunteer onboarding and training methods
- Activate volunteer appreciation initiatives

### **REPORT DIRECTLY TO THE EXECUTIVE DIRECTOR**

- Meet regularly with the Executive Director to report strengths and weaknesses of the ministry, to be held accountable for job responsibilities, and to better develop personal leadership.
- Attend monthly staff meetings and weekly staff prayer meetings