Ministry & Operations Coordinator

Position Title: Ministry & Operations Coordinator
Position Type: Full-Time, Exempt
Primary Location: Downtown Washington, D.C. (worship venue & church office)
Reports To: Chief of Staff
Primary Workdays: Sunday – Thursday (may require other occasional workdays & times)
To apply: send resume & cover letter to Justin Weeks (staffing@gracedc.net)

Position Overview

The **Ministry & Operations Coordinator** serves as an operational hub for Grace Downtown (part of the Grace DC Network), ensuring that Sunday worship services, membership administration, ministry teams & groups, and day-to-day office logistics run with clarity, efficiency, and warmth.

By combining administrative organization with a heart for pastoral care and hospitality, this role enables pastors, ministry team leaders, and congregation members to engage fully in Grace Downtown's mission as an inwardly growing, outwardly serving church community that meets and worships in the heart of Washington, DC and to be the kinds of neighbors that make our city healthier.

Essential Functions

1. Sunday Worship Preparation & Onsite Coordination

- **Pre-Sunday Preparation:** Coordinate order of worship elements, print bulletins & other Sunday documents, verify volunteer schedules (ushers, greeters, communion servers, AV/tech team), prepare slides, and ensure all liturgy materials are organized.
- **Onsite Execution:** Serve as the primary operational contact for our Sunday evening worship services. Oversee worship space setup and teardown, manage logistics, and address immediate operational or facility needs as they arise.
- **Volunteer Leadership:** Welcome, brief, and support Sunday volunteer teams, creating an atmosphere of hospitality for members and visitors alike. Seasonal scheduling of volunteers and worship participants.
- **Post-Service Follow-up:** Oversee post-service cleanup, collect connect cards/attendance data, and ensure safe storage of Sunday equipment.
- **Support other Sunday events:** Provide support and coordination for periodic pre- and post- Sunday service events (Coffee Hours, Classes, Trainings).

2. Membership Administration & Engagement

- **Database Management:** Maintain accurate, up-to-date congregation records, visitor follow-up pipelines, and membership rolls in the church management system (ChMS), in conjunction with Assimilation lead.

- **Membership Pathway Support:** Coordinate logistics for Membership classes, including room bookings, materials preparation, catering, and tracking prospective members through the membership process.
- **Communication & Onboarding:** Assist pastoral & ministry staff in routing visitor inquiries, sending welcoming follow-up communications, and connecting newcomers to ministry leaders.

3. Ministry Team & Group Support

- **Cultural & Community Groups Support:** Provide administrative logistics for Community Groups, Affinity Groups, and ministry teams (e.g., meeting space reservations, resource distribution, leadership rosters).
- **Event Logistics:** contribute to planning logistics and leadership for church-wide events, special services (e.g., Holy Week, Christmas Eve), and ministry gatherings.
- **Leadership Communications:** Assist ministry leaders with regular communications, scheduling, and digital resource sharing.

4. Office Coordination & General Operations

- **Office Management:** Oversee daily office functions, order supplies, manage mail pick-up & distribution, maintain clean & organized working environments, and serve as the main point of contact for general church inquiries (phone/email).
- **Vendor & Facility Relations:** Liaise with vendors, facility management, and rental partners for worship venues and office spaces.
- **Internal Communications:** Collaborate with staff on church-wide communications, including weekly newsletters, social media & website updates, and bulletin announcements.

Qualifications & Core Competencies

- **Faith & Alignment:** Active personal Christian faith and enthusiasm for the vision, theology, and cross-cultural focus of Grace Downtown & the Grace DC Network.
- **Experience:** 2–4 years of experience in administrative coordination, office management, event planning, or church operational support.
- **Organizational Skills:** Exceptional attention to detail, strong time-management skills, and ability to handle multiple priorities in a dynamic environment.
- **Communication:** Warm, clear, and professional written and verbal communication skills across diverse age groups and backgrounds.
- **Tech Proficiency:** Familiarity with (or ability to quickly learn) church management software (e.g., Church Community Builder), Google Workspace/Microsoft Office 365, and basic website/newsletter editing software.
- **Problem-Solving & Flexibility:** A calm demeanor under pressure with a proactive, solution-oriented approach to Sunday morning operational logistics.

Working Conditions & Physical Demands

- Requires flexible working schedule including Sunday afternoons & evenings and occasional evening meetings/events (periodic weekday evenings & Saturday events + full weekend attendance & support at our annual congregational retreat).
- Ability to lift/move up to 25–30 lbs (worship setup, moving bins, bulletins, communion supplies, and event equipment).

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