

ENGAGEMENT & MINISTRY SUPPORT COORDINATOR

Part-Time (15-20 hours per week)

Redemption Hill Church | Reports to Lead Pastor and Salaried at \$1500/month

MISSION

The Engagement and Ministry Support Coordinator serves Redemption Hill Church by helping cultivate a church environment where people are known, welcomed, and meaningfully connected to the mission of Jesus. Through intentional engagement with guests and members, this role helps individuals take next steps into deeper involvement, including membership and active participation in the life of the church. At the same time, this individual strengthens the ministries of RHC by supporting leaders with organization, communication, and event coordination, ensuring that the church operates with clarity, excellence, and hospitality. In all aspects, this role contributes to the unity, order, and spiritual health of the church as it lives out its gospel-centered mission.

CULTURE

RHC is a gospel-centered church marked by unity, humility, and joyful participation in the mission of Jesus. The individual in this role will:

- Pursue unity with staff, elders, deacons, and volunteers.
- Maintain a ministry culture centered on God's Word and the gospel!
- Seek to make people feel engaged and servants of RHC feel supported.

AREAS OF RESPONSIBILITY

The Engagement and Ministry Support Coordinator serves Redemption Hill Church by fostering meaningful connection and providing essential administrative and logistical support to its ministries. This role helps ensure that new visitors are warmly welcomed and thoughtfully integrated into the life of the church, including guiding individuals through the membership process and creating clear pathways for involvement. The coordinator also supports consistent, clear, and excellent communication with members and regular attenders.

In addition, this individual works closely with ministry leaders and staff to support the planning and execution of events, creating hospital ministry environments, coordinate volunteers through Planning Center when needed, and maintain an organized and functional ministry calendar. They help manage day-to-day administrative needs such as maintaining accurate records, processing payments as needed, and overseeing supplies for ministry teams and benevolence efforts. This role also collaborates with other ministerial leads for support, and with leadership to ensure church facilities are prepared, and hospitable, while serving as a consistent and welcoming presence for all who enter the church.

REQUIRED HOURS

Approx. 15-20 hours/week (combination of onsite + remote)

Onsite Hours

- Sundays: 8:00 AM–12:00 PM
- Tuesdays: 9:00 AM–12:00 PM (All Staff Day)
- Wednesdays: 9:00 AM–12:00 PM
- Thursdays (flex day = onsite or remote): 9:00 AM–12:00 PM

Remote Hours

- 2 – 5 hours weekly, as needed. Keep in mind some seasons are busier than others!

CORE RESPONSIBILITIES (20-HOUR SCOPE)

The Engagement and Ministry Support Coordinator focuses on communication, assimilation, and ministry support, with responsibilities prioritized to fit a 20-hour work week. Keep in mind, some responsibilities will not occur weekly, but as needed.

- Lead and execute churchwide communication (Planning Center, emails, bulletin, announcements), including light print and digital materials
- Oversee guest follow-up and assimilation, ensuring clear next steps toward involvement and membership
- Help ensure ministry spaces are clean, organized, and visually inviting, reflecting the culture and mission of the church (classrooms, common areas, printed materials, and environments)
- Manage Planning Center workflows, including registrations, communication, and volunteer scheduling support
- Oversee execution of meals and hospitality for leadership meetings and wider network meetings (Acts 29, partnership visits, etc)
- Assist in planning of missional engagement and partnership trips
- Assist with website and app maintenance
- Maintain the churchwide calendar and coordinate scheduling needs
- Support ministry events, classes, and trainings through communication, coordination, and logistics (in partnership with ministry leaders)
- Assist with print and digital materials within reasonable scope
- Maintain organized records and assist with basic administrative needs
- Assist and/or oversee when appropriate with special events and services
- Support benevolence coordination alongside leadership for members and sporadic initiatives that align with the church calendar
- Oversee supply ordering and inventory periodically
- Lead childcare coordination for events
- Support other ministerial leaders as needed administratively through emails and other forms of communication as needed
- Be willing to do what is needed as the church grows!

ROLE QUALIFICATIONS

Faithful Church Membership

- Must be a committed member of RHC pursuing the membership covenant
- Should model faithfulness, involvement, and discipleship (participating fully in the RHC discipleship process)

Regenerate Heart & Spiritual Maturity

- Evidence of conversion and a growing walk with Christ
- Demonstrated obedience to Scripture and consistent spiritual growth

Character & Competence

- Humility and teachability—able to receive correction and collaborate well
- Strength under control—competent and confident without pride, grounded in submission to Scripture and the elders
- Skill in conflict management—able to diffuse tension, navigate complaints, and handle sensitive situations with grace

Organizational Ability

- Highly organized, detail-oriented, and able to manage multiple systems and schedules
- Ability to build teams that compensate for personal limitations
- Commitment to excellence as the church grows and complexity increases

Lifelong Learner

- Eager to grow in biblical knowledge and ministry skills
- Willing to pursue ongoing training, reading, and development
- Able to work independently and initiate tasks proactively

Gospel Aspiration

- A desire to serve Christ and His church—not motivated by recognition, but by the joy of seeing disciples made