

Job Title: Church Life Coordinator
Location: Church Creek Presbyterian Church
Charleston, SC
Hours: 40 hours per week

Church Creek Presbyterian Church (PCA) is seeking to fill the full-time staff position of Church Life Coordinator. The Church Life Coordinator will help oversee all events, children's ministry, and nursery needs. This person will be responsible for overseeing a variety of tasks related to regularly scheduled church-wide fellowship meals, CCP-hosted Presbytery meetings, youth events, officer retreats, and other church-sponsored events. The event coordinator will work directly for the Senior Pastor, while working with the Assistant Pastor, Director of Operations, and Church Administrator as we plan for CCP events that occur throughout the year.

The coordinator will be responsible for building volunteer teams and delegating responsibilities to volunteers or existing ministry teams. This position will also involve oversight of CCP's children's ministry. This will include ordering curriculum, scheduling volunteers, training teachers, assessing policies and procedures, and ensuring that our children are nurtured in Sunday School, worship services, and other events in which childcare is needed. It will involve oversight of the nursery (i.e., scheduling, training, development, and enforcing policies). This position will include approved vacation time and leave of absence.

Key Responsibilities

Church-Wide Fellowship Meals

- Plan and coordinate fellowship meals such as the annual Vision Banquet, church lunches, and occasional social events.
- Collaborate with pastors, staff, officers, and ministry teams to manage catering, scheduling, and setup logistics.

Wednesday-Night Gatherings

- Organize bi-monthly Wednesday gatherings including meals, group studies, and childcare coverage.
- Schedule nursery volunteers and children's teachers; ensure biblical, catechetical, and musical content is provided for children.

Nursery & Children's Ministry Oversight

- Oversee nursery and children's ministry operations for Sundays and events.
- Recruit, schedule, and train volunteers while maintaining and updating ministry policies and procedures.
- Order curriculum, communicate with parents, and coordinate with pastors and the session for program alignment.

Presbytery Meetings

- Coordinate all logistics when CCP hosts a quarterly Presbytery meeting (typically once every one to three years).
- Assemble volunteer teams for greeting, refreshments, and lunch arrangements, using catering as needed.

Conferences & Special Events

- Assist pastors and staff in planning annual conferences and managing speaker logistics, including travel and lodging.
- Support memorial services by gathering service details, coordinating hospitality, and overseeing receptions.
- Provide refreshments and logistical support for New Members/Inquirers Classes.

Officer & Staff Events

- Plan and manage logistics for officer retreats and staff gatherings, including meals, lodging, and communication.

Ministry-Specific Events

- Assist in smaller ministry gatherings (e.g., small group launches, training breakfasts, fellowship meals) as needed.

Social Media Integration

- Coordinate event and ministry updates on church social media accounts in collaboration with staff and volunteers.

Necessary Skills

- **Analytical:** Discern members' strengths and personalities to build effective volunteer teams and manage event logistics and budgets.
- **Communication:** Recruit and lead volunteers clearly and confidently, providing regular updates to staff and congregation.
- **Digital Competency:** Use Microsoft Office, Google Suite, Planning Center, and church website tools for coordination and communication.
- **Christian Character:** Exhibit humility, love for Christ, integrity, and teamwork under church leadership.

Commitment

- Work 40 hours weekly, including Sunday worship, Sunday School, and staff meetings.
- Maintain regular on-site presence for meetings, volunteer training, and event oversight.
- Some planning and communication tasks may be completed remotely with prior approval from the Senior Pastor.

Compensation

Compensation will be determined by the Session based on experience and qualifications.

To Apply

Please submit your resume, cover letter explaining your interest and qualifications, and two references (one professional, one personal) to HR@church-creek.org.