

**COVENANT LIFE
COORDINATOR**

**COVENANT PRESBYTERIAN
CHURCH**

INTRODUCTION

COVENANT LIFE COORDINATOR

The Covenant Life Coordinator is a full-time role designed to enhance church community and grow our hospitality. This role includes implementing, managing, and consistently assessing a plan for providing a warm, welcoming and hospitable experience for all those in our church, from first-time visitors to long-time members.

Examples of Role Specific Outcomes/Expectations:



- Sunday Mornings

- Coordinate and aid hospitality team and be a welcoming presence
- Aid in setups for anything hospitality related
- Coordinate the Sunday morning coffee & snacks
- Work alongside our deacons on duty
- Help organize and execute special events on a Sunday

- Events

- Plan & organize regularly occurring and special events
- Help coordinate weddings with our wedding committee
- Help coordinate funerals
- Create graphics for events

- Visitors/New Members Assimilation

- Attend and help organize our visitor lunches
- Follow up with visitors & new members and help them get plugged in within our church
- Admin support to the New Members Class

- Office Support

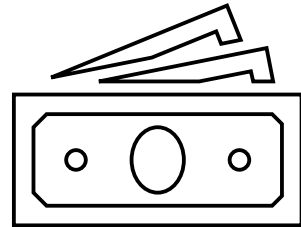
- Help with office coverage needs such as being a presence in the office, answering phones when needed, etc.
- Organize and order supplies for kitchen, events, and other hospitality needs

EXPERIENCE AND SKILLS

- Previous Experience
 - Office management, hospitality, or event planning preferred
- Organizational Skills
 - Excellent time management and organization
- Interpersonal Abilities
 - Welcoming personality with a focus on verbal interactions and assimilation processes
- Creative Proficiency
 - Skilled in using tools like Canva for creative tasks
- Analytical Aptitude
 - Ability to analyze, conclude, and develop efficient systems

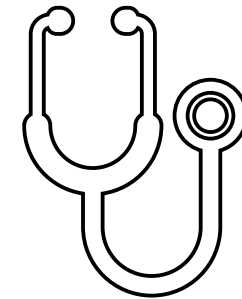


SALARY AND BENEFITS



Competitive Salary

Based on individual experience



Comprehensive Benefits

Includes health insurance
Retirement plans for full-time employees

APPLICATION PROCESS

- Application Submission Process
 - Submit a resume and cover letter to Office@cpcstl.org.
 - Detail qualifications and experience
- Relevant Certifications
 - Include any certifications or training to enhance candidacy
- Church Membership
 - Not required at application but expected upon role acceptance

