



EVANGEL WOODBRIDGE: OPERATIONS COORDINATOR

Updated: 03.05.2025

Overview

The Operations Coordinator is a part-time role responsible for overseeing the administrative and operational functions at Evangel Church's Woodbridge location. This individual will work closely with the Location Pastor to ensure the smooth execution of church services, events, and community outreach initiatives. Key responsibilities include volunteer coordination, event planning, budget management, and logistical support. The ideal candidate will possess strong organizational skills, a heart for service, and the ability to foster effective communication within the church community.

Major Responsibilities

- 1. Administrative and Logistical Support**
 - Assist the Location Pastor with scheduling, communication, and other administrative tasks to facilitate effective ministry operations.
 - Manage the procurement of supplies and equipment, ensuring timely availability for services and events.
 - Ensure that congregation vital documents, police sign in sheets, or updated procedures, are ready for the weekend.
- 2. Volunteer Coordination and Development**
 - Prepare and send communications to volunteers, including targeted emails for short-notice outreach needs.
 - Be present and actively involved during Sunday services
 - Identify and elevate volunteer leaders to step into the "more" that God has for them.
 - Coordinate with volunteer ministry leaders in the areas of recruitment, training, and mentorship of volunteers across various ministries, fostering a culture of service and community.
- 3. Event Planning and Execution**
 - Coordinate (advance planning, day of, follow up) special event setups, such as baptisms and community outreaches, ensuring all logistical details are managed effectively.
 - Collaborate with the Location Pastor to plan and review the location calendar and assure all pertinent details are entered into Planning Center.
 - Prepare spaces for special events, including weddings, funerals, and seasonal services, ensuring all needs are met.
- 4. Budget Management and Financial Reporting**
 - Provide budget recommendations and enter expenses into the church's finance software, maintaining timely and accurate financial records.
 - Assist the Location Pastor in ensuring the responsible stewardship of resources and location budget.

- Transport weekly offerings to the central office in Scotch Plains, adhering to established protocols.

Expectations for All Staff

- Maintain a life-transforming relationship with Jesus, reflected in daily actions and attitudes.
- Prioritize spiritual growth through Bible reading, prayer, and community.
- Embrace and uphold Evangel Church's mission, vision, and values.
- Serve with humility, excellence, and a collaborative spirit, contributing to a positive team culture.
- Adapt to ministry needs, including occasional evening or weekend events.

Job Qualifications

- Bachelor's degree preferred.

Experience

- Proven experience in administrative roles, event planning, or volunteer coordination.
- Familiarity with church operations and ministry environments is a plus.

Skills

- Excellent organizational and communication skills.
- Proficiency with office software and church management systems and willingness to learn (e.g., Google workspace).
- Ability to lead and mentor volunteer teams effectively.

Functional Qualities

- Strong leadership and interpersonal skills.
- Administrative excellence in scheduling, planning, and communication.
- Ability to manage multiple tasks and priorities efficiently.
- Must be able to lift up to 50lbs.

Personal Qualities:

- Passion for the mission of Evangel Church.
- Integrity and professionalism in all conduct.
- Emotional intelligence and self-awareness.
- Collaborative and team-oriented mindset.
- Ability to inspire trust and confidence among team members and the congregation.
- In agreement with Evangel Church's doctrinal statement.

Accountability

This position reports to the Location Pastor and collaborates closely with other ministry leaders and central staff.

Specific Details

- **Work Schedule:** Not more than 15 hours per week, including Sunday services, events, and additional ministry needs.

Evangel Church's vision is to be changed lives changing communities, both across the street and around the world. We exist to help bring people into a life-changing relationship with Jesus Christ.



evangel CHURCH

Dear Applicant,

Thank you for your interest in the position of our Operations Coordinator for Evangel Woodbridge. Enclosed is a comprehensive application that will allow us to get better acquainted.

Please fill it out completely and return it electronically to jobs@evangelchurch.com with a copy of your resume and three references that includes the contacts name and organization, email, and telephone number.

Thank you again,

In Christ,

Chris Marinello
Executive Director of Operations



evangel CHURCH

Name:

Date:

Preferred Email:

Preferred Phone Number:

Please answer the following questions and return this document within one week of receipt by email, with at least three references. Thank you.

1. Describe your spiritual journey and a description of how you came to personally know Jesus. In your description, include the significant life events and people that shaped you along the way.
2. Explain your call to ministry. How do you grow and sustain yourself spiritually?
3. What are your spiritual gifts? (As referenced in 1 Corinthians 12, Romans 12, and Ephesians 4)
4. Describe how your skills, knowledge, and experience make you a good fit for this position. If you have church/ministry experience, please describe.
5. Why are you interested in working at Evangel Church?
6. We are an Assemblies of God church, even though we do not have Assemblies of God in our name, are your beliefs in agreement with the Assemblies of God doctrine? See http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_short.cfm
7. Do you work well in teams? Are you a team builder? Are you comfortable and competent in recruiting and building a team of volunteers?
8. Are you a people person? If so explain.
9. If you are not currently employed, why did you leave your last position? If you are currently employed, why are you considering a new position?