

Interim Coordinator of Programs

Job Description

Position Title: Interim Coordinator of Programs

Incumbent: _____ Department Program Ministries

Date December 2023 Supervisor Executive Pastor of Operations

General Function

The Interim Coordinator of Programs will work in collaboration with the Ministry Coordinator to provide support and alignment for the Adult Faith Formation and Social Justice Ministries of Manchester UMC.

This person will be highly organized, an excellent communicator and able to exercise good judgement in a variety of situations. They will be able to independently and successfully coordinate efforts from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner. This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

Entry Requirements/Qualifications:

- A Master of Divinity degree or equivalent
- Church staff experience is a plus

Primary Duties and Responsibilities:

- Collaborate with the Ministry Coordinator to provide program alignment and administrative support to the Adult Faith Formation ministry leaders including reservations, scheduling, reporting, communications, website and updates, etc.
- Develop and coordinate all-church studies
- Identify, review and/or write curriculum for faith formation groups
- Recruit, train and support faith formation group leaders
- Coordinate participant tracking, reporting and feedback processes for faith formation programs

- Equip and empower social justice leaders and teams
- Provide leadership and coordination of “Lunch & Learn” events
- Protect and maintain confidentiality across all settings and forms of communications.
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to ensure alignment.
- Other duties as may be assigned to support the ministry of Manchester UMC.

Skills & Talents

- Must be a follower of Jesus Christ and have a heart for ministry
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative and solutions-oriented
- Must be able to work independently as well as in team environments.
- Must possess strong time management skills and excellent organizational abilities.
- Must be proficient in Microsoft Outlook, Word, PowerPoint and Excel.
- Must be comfortable addressing and resolving conflict in a biblically healthy way.
- Must be able to handle sensitive and confidential information appropriately.

Work Environment

- The Interim Coordinator of Programs will work 40 hours per week. On occasion, this person will need to work some weeknights and/or Sunday mornings.
- **This position is interim- anticipated through June 30th. Further employment opportunities, if they arise, will require the candidate to participate in a formal application process.**

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.