

Volunteer Ministries Coordinator

A ministry description for local church leaders

Introduction

One of the most precious assets of the local church is volunteers. God has invited all of His children to serve in the body of Christ. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them” (Ephesians 2:10). While the Nominating Committee annually calls and invites people to specific ministry positions, a Volunteer Ministries Coordinator serves throughout the year to support volunteers, cooperate with the Nominating Committee, and assist ministry leaders in training, affirming, monitoring and evaluating volunteers. The biblical term used for this type of ministry is “equipping” (see Ephesians 4:12).

Ministry Department: Administration

Responsible To: Senior Pastor / church board

Duties of the Volunteer Ministries Coordinator

The ministry to which a person is called when he or she becomes a minister of visitation can best be described in the following ways:

1. To work closely with church leaders in setting up a system to guide volunteers into meaningful places of service in the church.
2. To develop a committee/team to assist in a volunteer ministry program.
3. To cooperate with existing recruiting methods and programs, such as the Nominating Committee and the *Equip* seminar.
4. To partner with ministry leaders in determining the needs of volunteers.
5. To support ministry leaders in training, affirming, and monitoring volunteers.
6. To assist in conducting annual evaluations of volunteers.
7. To seek to create new avenues and methods for involving volunteers in the church.
8. To coordinate an annual volunteers orientation.
9. To develop a master list of Ministry Position Descriptions for your church.

Ministry Purpose

To coordinate with a team a church-wide volunteer recruitment, training, and support program.

Spiritual Gifts:

Leadership, administration, faith, discernment

Talents / desired abilities

Organizational skills, working with committees, interviewing people

Time Commitment

[This will vary depending on the size of the church.]

- Large church/paid position: 20-40 hours per week
- Medium church/stipend or volunteer: 10-20 hours per week
- Small church/volunteer: 6-10 hours per week

Length of Service Commitment

1-2 years

Resources

For a list of recommended resources, free downloads and websites visit MinistryKits.AdventSource.org

For a complete list of resources visit AdventSource.org, select the store tab and then your ministry.

You can call *AdventSource* at 402.486.8800 for additional information or if you have questions about ministry. For ministry-related articles, videos, and free downloads visit AdventSource.org.

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