

WOMEN'S BIBLE STUDY SITE COORDINATOR

GOSPEL CITY CHURCH

Summary:

The Volunteer Site Coordinator supports the ministry team by preparing the environment, welcoming guests, facilitating ministry logistics, and helping create a consistent, hospitable experience. By coming alongside staff and ministry leaders, this role allows teaching teams to focus on discipleship while ensuring participants feel welcomed, informed, and cared for from the moment they arrive.

Reports To: Strategic Integration Director

Department: Education

Status: Part-Time

Type: Volunteer

Supervisory Role: No

Hours: Wednesdays, 8am-11am and/or 6pm-9pm, September-November, January-March

Primary Responsibilities:

1. Prepare the Ministry Environment
2. Facilitate Check-In & Guest Experience
3. Coordinate Hospitality & Materials
4. Support the Ministry Team

Qualifications:

- Demonstrates a genuine love for people and biblical discipleship.
 - Possesses the gift of hospitality and enjoys helping others feel welcomed and cared for.
 - Strong organizational skills with careful attention to detail.
 - Self-motivated and dependable.
 - Able to solve problems calmly and communicate clearly.
 - Comfortable learning Church Center and other ministry systems as needed.
 - Demonstrates a willingness to follow the direction of the assigned staff or ministry leader.
-

Essential Duties and Responsibilities:

1. Prepare the Ministry Environment

- Arrive early to prepare classrooms and gathering spaces.
- Ensure rooms are clean, organized, and ready before participants arrive.
- Confirm teaching materials and supplies are available and distributed.
- Help identify and resolve facility needs before ministry begins.

2. Facilitate Check-In & Guest Experience

- Welcome participants and guests with warmth and enthusiasm.
- Assist newcomers through the check-in process.
- Help new attendees find the appropriate table group.
- Answer questions and connect guests with ministry leaders when needed.

3. Coordinate Hospitality & Materials

- Prepare coffee, refreshments, or hospitality elements as applicable.
- Monitor hospitality areas throughout the gathering.
- Ensure printed materials, name tags, and classroom resources are available.
- Help reset supplies following the gathering.

4. Support the Ministry Team

- Come alongside staff and ministry leaders to facilitate the smooth execution of ministry.
- Communicate ministry needs or concerns throughout the gathering.
- Assist with setup, transitions, and teardown.
- Weekly touchpoint meetings with supervisor, as needed.
- Respond to unforeseen needs with flexibility and a servant's heart.

SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership—willing to do both visible and behind-the-scenes tasks with joy.