

The organizational hub, so nothing falls through the cracks.

The Church Coordinator serves as the organizational hub of The Exchange — remembering what needs to happen, when it needs to happen, and keeping facilities, communication, and records running smoothly. This frees up pastoral staff to focus on discipleship rather than logistics.

We exist to lead people to encounter Jesus through:

WORSHIP Building lives of worship. (Mark 12:30)	COMMUNITY Growing a community of supernatural love. (John 13:34–35)	MULTIPLICATION Multiplying disciples of Jesus. (Matthew 28:18–20)
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JOB RESPONSIBILITIES	Staff & Pastoral Support • Provide administrative support to Pastoral staff and Ministry Teams/Leads • Attend staff meetings and other ministry meetings, take minutes, track follow-up items, and assist with agenda preparation — helping ensure nothing discussed gets forgotten. • Assist with organizing large church/ministry events, coordinating logistics so ministry leads can focus on the event itself rather than the details behind it. • Support volunteer coordination for ministry teams, helping track schedules and communicate with volunteers as needed. Facilities & Operations • Serve as the keeper of the church's master calendar, managing facility bookings and scheduling for both internal ministry use and outside group requests. • Coordinate space usage, repairs, and maintenance, and oversee the Custodian and Facilities team to ensure the building stays clean and functional. • Manage building security, including key holders, alarm codes, and coordinating lock or access changes as needed. • Maintain kitchen stock and order office and coffee supplies, keeping shared spaces tidy and well-stocked. • Support Sunday morning readiness — printed materials, room setup coordination, and serving as a point of contact for building questions. Finance-Adjacent Administration • Deposit cash and cheque donations and work with the bookkeeper to reconcile monthly visa statements and visa reports. • Process reimbursements and manage petty cash.
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Church Coordinator

20 hours/week

Reports to: Associate Pastor

Last Edited: July 8, 2026

	File Keeping & Records • Maintain accurate and organized records, including meeting minutes, receipts, correspondence, and financial reports. • Maintain the cloud-based storage system, keeping documents current and easy to locate. • Maintain records of Baptisms, Child Dedications, Marriages, and Church Membership. • Maintain volunteer records under the Plan to Protect policy. Communication • Respond to general email, phone inquiries, and handling other administrative requests in a timely manner. • Collect and distribute mail. • Communicate regularly with the Associate Pastor. • Coordinate logistics for special services (Christmas, Easter, baptisms, etc.), providing extra communication and planning support beyond a typical week. • Prepare and distribute the weekly email newsletter. • Update the website and manage social media accounts/team, working with the current branding scheme. And all other tasks as assigned.
WORK HOURS, BENEFITS, & DETAILS	Part Time Position: 20 hours per week Salary: \$21 - \$25/per hour, commensurate with experience Benefits: No benefits Work from Office: Must spend a minimum of 15 hours per week in the office; remaining hours may be offsite.
EDUCATION & EXPERIENCE	• High School Graduate • Minimum 3 years of progressively responsible administrative experience • Experience with church administration, membership systems, or nonprofit operations is an asset
QUALIFICATIONS (REQUIRED)	• Exercises diplomacy, tact, and good judgment, particularly in handling confidential information • Demonstrates emotional maturity • Proficient in Microsoft Office Suite and other general technology (smartphones, printers, etc.) • Able to complete administrative tasks with efficiency, accuracy, and minimal supervision • Strong written and verbal communication skills in English

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	• Due to the nature of this role in supporting our pastors and ministry leaders, and its close involvement in Sunday services, candidates must be practicing Christians who are in agreement with the Christian and Missionary Alliance Statement of Faith.
SKILL SET (ASSET)	• Team player with the ability to work independently and collaboratively • Friendly, personable, and able to build positive working relationships • Familiar with online platforms including website builders, membership management systems (e.g., Planning Center), and social media • Highly organized with strong task-prioritization skills • Comfortable coordinating with contractors, vendors, or facility service providers

To apply, please send your resume and cover letter to admin@theexchangechurch.com