

Position: Ministry Experience Coordinator

Job Type: Full-time (40 hrs/wk)

Department: Worship Arts and Family Ministries

FLSA Status: Non-Exempt

Reports To: Ministry Experience Lead

Summary

The Ministry Experience Coordinator works alongside the Ministry Experience Lead to help create unified, mission-aligned experiences across HOPE's largest gatherings and events. This role collaborates in the planning and execution of campus-wide events through strong organizational, logistical, and systems-based support, helping manage details, documentation, and follow-through, ensuring that every detail contributes to a cohesive, welcoming, and Jesus-centered environment.

In addition, the Coordinator champions HOPE's staff by collaborating with the Ministry Experience Lead to plan staff gatherings, celebrations, and moments of encouragement that foster community and support staff spiritual renewal. The Coordinator serves as both a collaborator and a hands-on team player, helping to translate vision into meaningful experiences.

Responsibilities

Event & Experience Support

- Collaborate with the Ministry Experience Lead to plan and execute large-scale, campus-wide events (Christmas, Easter, HOPE Anniversary, Star Lighting, others as agreed with the Ministry Experience Lead).
- Partner with the Ministry Experience Lead and ministry teams (HOPE Kids, HOPE Students, HOPE Worship, Production, Communications, Ministry Operations) to ensure events are executed with excellence and alignment to HOPE's mission.
- Participate in creative brainstorming and help shape the "feel" of gatherings through environment, flow, and hospitality
- Coordinate and schedule Sunday service hosts to ensure alignment with the desired tone, flow, and hospitality of the worship experience.
- Ensure excellence in event execution to help coordinate staff and volunteers

Collaboration, Volunteer & Staff Engagement

- Support HOPE's cross-departmental events team (internally known as the "Fab Five") administratively, working with the Ministry Experience Lead to ensure clarity, alignment, and encouragement as they plan large events.
- Help recruit and oversee volunteers with the specific skill sets needed for each campus-wide event.
- Assist in event communications and guest engagement in collaboration with the Ministry Experience Lead and Communications team.
- In partnership with the Ministry Experience Lead, lead the planning and execution of staff gatherings, meals, and celebrations that foster encouragement, connection, and renewal.

Operational Systems & Administration

- Oversee key Ministry Experience operational areas, including:
 - Manage high-priority communication, scheduling, and calendar oversight.
 - Organize planning materials for Sundays and large gatherings to support smooth execution.
 - Document key outcomes from planning meetings and debriefs, maintaining clear visibility on decisions and next steps.
- Support event readiness by helping coordinate solutions to logistical or experiential gaps ahead of large events.
- Manage all aspects of Ministry Experiences within our church management system (CCB).

Creative Integration & Follow-Through

- Participate in planning meetings, creative conversations, and debriefs by contributing ideas and insights that inform future improvements.
- Collect stories, outcomes, and feedback from events to share with teams and leaders.
- Coordinate follow-through from gatherings - such as thank-yous, volunteer care, and lessons learned - ensuring that meaningful next steps are completed (a process internally referred to as “Right/Wrong/Missing/Confusing”).

Expectations

- In a mature and growing relationship with Jesus Christ
- Aligned with [HOPE's vision, mission](#), values, theology, and methodology
- Relational and approachable, able to encourage staff, volunteers, and the community
- Discreet and trustworthy, practicing confidentiality in all matters
- Collaborative and team-oriented, with a servant-hearted mindset in dynamic, high-energy environments
- Organized and proactive, able to anticipate needs and work effectively alongside others

Physical Demands

- This position has physical requirements that include but are not limited to moving objects up to 35 pounds; sitting, standing, or walking for extended periods; and communicating with others to exchange information.

Expected Hours of Work

- 40 hours per week, to include:
 - Sunday worship services, Monday, Tuesday, Wednesday, Thursday
 - Occasional additional days, evenings, or weekends as needed, based on the event schedule
 - Christmas Eve and Easter Sundays are “all-in” workdays for all HOPE staff.

Questions? [Contact Human Resources here.](#)

Ready to apply? [Get started here.](#)

