

Administrative & Volunteer Coordinator

Monrovia Community Church

(Replanting from First Presbyterian Church of Monrovia)

Part-Time (20 hours/week)

Reports To: Pastor

Compensation: Starting at \$22/hr

Location: Monrovia, CA

Start Date: Immediately

Church Overview

Monrovia Community Church (MCC) is in an exciting season of gospel-centered revitalization. Formerly First Presbyterian Church of Monrovia, we are replanting with a unified mission of *"Making Flourishing Disciples of Jesus Christ."*

Our congregation is a faithful and intergenerational body, many in the second half of life, with a strong spiritual foundation and renewed vision for reaching the next generation. Strategically located near downtown Monrovia, our campus serves not only as a worship space but also as a hub for outreach through partnerships with a thriving preschool (70+ students), a homeschool cooperative (200 families launching Fall 2025), and the Foothill Academy of Vocal Arts (60+ participants weekly). We are part of **ECO: A Covenant Order of Evangelical Presbyterians**, a theologically grounded and missionally driven denomination.

Position Summary

This is a key hybrid role focused on **administrative systems** and **volunteer coordination**. The Administrative & Volunteer Coordinator ensures operational efficiency and helps cultivate a vibrant, serving community. This role reflects the vision of **discipleship through systems**—helping people *"find their place in the body of Christ"* by clarifying processes and creating meaningful on-ramps to ministry involvement.

Spiritual & Practical Qualifications

- A growing relationship with Jesus Christ and alignment with the **Essential Tenets of ECO**
- Spiritually mature, trustworthy, and relationally wise
- Warm, approachable, and respectful toward all age groups
- Skilled in Microsoft Word, Excel, and comfortable learning digital platforms (Subsplash training provided)
- Able to manage confidential information with discretion

I. Administrative Systems

Ensure smooth operations, organized communication, and accessible infrastructure that supports the church's mission and growth.

Office & Communications Leadership

- Serve as **Head of Office**: Lead administrative workflows and train/supervise office volunteers
- Maintain and update the **church calendar** (via Subsplash) for all events, studies, and space use
- Manage the **church database**, including contact cards and visitor follow-up
- Oversee digitization, file organization, and document storage (physical and digital)
- Coordinate **church-wide communication**:
 - Website and app (via Subsplash)
 - Weekly email newsletter (EPres)
 - Printed signage and Welcome Center resources
 - Congregational letters and announcements
- Assist the pastor with church calendar scheduling, correspondence, and special projects
- Provide a warm, informed at the front desk, fielding logistical and ministry questions

Reference Notebooks & Infrastructure

- Maintain and develop front desk reference materials:
 - Administrative Procedures Handbook
 - Church Vendor List (HVAC, gardeners, plumbing, etc.)
 - Rental and Partnership Agreements
 - Supported Ministries Files
 - Church Flowchart and Campus Maps
 - Community Care Resources (counseling, addiction, pregnancy, etc.)
 - Church Key Agreement Records

Facilities & Rentals

- Develop and manage **rental procedures**, pricing, and agreements
- Serve as **primary liaison** for rental inquiries and event-day coordination
- Ensure clear protocols for distinguishing:
 - **Supported Ministries** (discounted or priority use at pastoral discretion):
 - Pregnancy Resource Center
 - Olive Crest
 - Young Life
 - African Enterprise
 - **Partnerships:**
 - Eureka Homeschool Co-op
 - Live Oak Educators
 - FAVA (Foothill Academy of Vocal Arts)

Compliance & Oversight

- Track and manage required **annual inspections** and facility safety documentation
- Ensure administrative processes comply with local, state, and federal employment policies (in collaboration with the pastor)
- Maintain office supply inventory and coordinate replenishment

II. Volunteer Coordination

Equip and support volunteers as joyful servants of the gospel, using their gifts to build up the body of Christ.

Volunteer Mobilization

- Collaborate with ministry leaders to **identify volunteer needs** across all church ministries
- Develop clear role descriptions and **onboarding processes** for volunteers
- Maintain consistent **scheduling** for Sunday and midweek volunteer roles (greeters, communion prep, hospitality, admin, etc.)

- Use Subsplash or other tools to organize and update volunteer involvement
- Track engagement to identify gaps, prevent burnout, and ensure healthy distribution
- **Help the welcome team track and follow up with new visitors**, coordinating data entry, contact card intake, and communication
- Train and supervise administrative and hospitality volunteers in their specific roles
- **Approach volunteer coordination as discipleship through systems**—language like *“helping people find their place in the body of Christ”* should guide volunteer recruitment, training, and care

Volunteer Care & Culture

- Create regular rhythms of appreciation, encouragement, and spiritual support for volunteers
- Assist in developing a culture where service is seen as a normal part of discipleship
- Coordinate with pastoral staff to publicly recognize volunteer contributions (via digital channels, services, or events)
- Ensure every volunteer is **equipped, appreciated, and aligned** with the mission of MCC

To Apply

Please submit your résumé and a brief statement of faith or personal testimony to:
 Pastor Joel Larson
joel@fpcmonrovia.org