

**BLACK ROCK CHURCH  
JOB DESCRIPTION**

**JOB TITLE:** Sanctuary Coordinator

**JOB DESCRIPTION DATE:** August 2025

**JOB REPORTS TO:** Sanctuary Pastor

**JOB CLASSIFICATION:** Full-Time \_\_\_\_\_ Part-Time   X   Volunteer \_\_\_\_\_ Temporary \_\_\_\_\_

**THE JOB:**

The Sanctuary Coordinator will develop and implement Sanctuary service procedures, guest follow-up systems, assist in serving team development and growth, and effective communications for inner development and outreach. She/he shall have a passion to assist in leading Sanctuary's ministry and serving teams including people management, data management, recruiting and training and development of volunteers for Sanctuary.

**WHO WE'RE LOOKING FOR:**

**Personal Characteristics**

- Shall have excellent personal spiritual growth disciplines
- Shall have leadership experience
- Shall be a team player
- Shall have a desire to constantly meet and support others
- Shall have excellent interpersonal skills
- Shall have ability to appropriately handle confidential information

**Functional Prerequisites**

- Shall have experience leading a volunteer team
- Shall have excellent organizational skills and attention to detail
- Shall demonstrate a customer service mindset and skills
- Shall be comfortable with data entry and maintaining databases
- Shall have experience with Realm
- Shall have strong writing and verbal communication skills
- Shall have experience with Digital Marketing, and especially Instagram

**THE WORK YOU'LL DO**

**Sanctuary Role:**

- Communications
  - Manage Sanctuary communications (Announcements, Social Media, Emails)
  - Manage IGNITE communications
- Data
  - Manage Sanctuary and Ignite Realm groups including Sanctuary Young Adults and small groups
  - Manage guest retention process for Sanctuary and Ignite
  - Oversee all Sanctuary and Ignite data in Realm and Typeforms
- Graphics
  - Sermon slides, Announcement slides, Website and social media graphics, Sanctuary/Ignite Merch, Postcards/brochures/handouts, Banners, etc.
- Volunteers
  - Onboarding and scheduling of volunteers (Cafe, Connect, Creative, Demo, and Design)
- Events
  - Oversee retreat registration and check-in for Sanctuary retreats and financial aid

- Be a part of planning and executing events including but not limited to Sunday evening services and After Parties

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.*

**THE BIGGER TEAM YOU'LL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 176 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.