

Community and Formation Coordinator

JOB DESCRIPTION



OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire a talented Community and Formation Coordinator to provide the organizational and operational support that helps people grow in community, discipleship, and spiritual formation at Reality SF.

ROLE SUMMARY

The Community and Formation Coordinator is responsible for providing the organizational and operational backbone for Community Groups and the broader Formation Department. This role ensures strong communication, accurate tracking, effective systems, and the seamless execution of programs, training, gatherings, and ministry initiatives.

Approximately 70% of the role is focused on Community Groups, working closely with the Community Groups Pastor to support leaders, connect congregants into groups, maintain ministry systems, and coordinate training and events. The remaining 30% supports the Formation Pastor and broader Formation Department through department communications, scheduling, event coordination, and other ministry initiatives.

The Community and Formation Coordinator combines organizational excellence with a heart for ministry, helping create welcoming and supportive environments where people can find community, deepen in discipleship, and take meaningful steps into leadership and participation in the life of the church.

QUALIFICATIONS

- Love for Jesus and His Church
- Love for ministry in an urban context and for San Francisco
- Agreement with the statement of faith and theology of Reality SF
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13
- An understanding and appreciation of the Bible, Biblical theology, and historic Christian traditions

SPECIFIC DUTIES & RESPONSIBILITIES

Community Groups — Operational & Administrative Support (40%)

- Manage and maintain the Community Groups ministry calendar, including meetings, trainings, and events.
- Handle ministry correspondence and communication on behalf of the Community Groups team.
- Coordinate the process of connecting new Community Group members with groups, including tracking group capacity and availability across neighborhoods.
- Maintain church management systems and databases, ensuring accurate participant and leader information.
- Prepare documents, reports, resources, and presentations for Community Groups ministry initiatives.
- Assist with project management for Community Groups initiatives, including timelines, task management, communication, and coordination from project launch through completion.
- Develop and manage event flows, operational systems, and logistical planning documents to support the smooth execution of ministry events and initiatives.
- Assist in the development and creation of ministry content, resources, communications, and support materials.
- Track ministry budgets, expenses, and financial records related to Community Groups.

Community Groups — Volunteer Management & Support (20%)

- Support the recruitment, onboarding, training, and ongoing development of Community Group leaders and volunteers.
- Help activate and empower congregants to step into leadership and meaningful participation within Community Groups.
- Provide care, encouragement, and ongoing support to leaders and volunteers, helping ensure they feel equipped and supported in ministry.
- Participate in pastoral care conversations with leaders, volunteers, and congregants as requested and as capacity allows.

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- Foster a welcoming, healthy, and supportive culture within the Community Groups ministry.
- Coordinate systems of care, support, and referrals within the Community Groups ecosystem.

Community Groups — Training & Development (10%)

- Assist in adapting and organizing teaching content and resources for Community Group leadership development and discipleship initiatives.
- Help organize and facilitate training sessions for Community Group leaders and volunteers.
- Support consistency in Community Group ministry practices and training across ministry environments.

Formation Department Coordination (30%)

- Assist the Formation Pastor with department-wide communications and organizational systems, including Slack channels and shared Google Docs.
- Coordinate Sunday Pastoral Hosting schedules in Planning Center at the direction of the Formation Pastor.
- Coordinate additional Formation Department events and initiatives as assigned, including Equipping Classes, Deacon Training, and select Connect Events.
- Provide administrative, logistical, and project support for additional Formation Department initiatives as requested.

KNOWLEDGE AND SKILLS

- Strong organizational and administrative skills, with an ability to manage multiple projects, deadlines, and ministry initiatives simultaneously.
- Strong written and verbal communication skills.
- Experience coordinating events, meetings, trainings, or similar ministry programs.
- Ability to develop and maintain effective systems, workflows, calendars, and organizational processes.
- Strong attention to detail and ability to maintain accurate records and databases.

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- Experience working with church management systems, Planning Center, Slack, Google Workspace, or similar platforms.
- Ability to work collaboratively with pastors, staff, ministry leaders, and volunteers.
- Strong relational and interpersonal skills, with an ability to provide encouragement and support to ministry leaders and congregants.
- Ability to exercise discretion, wisdom, and appropriate confidentiality in ministry and pastoral situations.
- A proactive, flexible, and service-oriented approach to ministry.
- Previous administrative, ministry coordination, or church staff experience preferred.

Status

Full Time

Supervises

N/A

Reports to

Formation Pastor

Salary Range

\$70,300 or commensurate with experience

Benefits

Medical

Dental

Life Insurance

Paid Leave

Works with

Formation Pastor

Formation Department

All staff ministry leaders & pastors