



Job Description
Role: Ministries Coordinator

CONTRACT HOURS: 20 hours weekly

- I. Accountable to:** Church Administrator
- II. Qualifications/Competencies:**
 - A. Mature, deepening faith in Jesus Christ.
 - B. Must have computer experience with competencies in Excel, Word, PowerPoint and Outlook, and an aptitude to learn new computer software programs
 - C. Strong organizational skills
 - D. Good with people and general communication skills
 - E. A strong desire to work in the context of "Team."
- III. Purpose:** To provide administrative and organizational support to the Spiritual Formation Teams at Faith Church, with an emphasis on Senior Adults and Faith Kids Ministries.
- IV. Staff Requirements:**
 - A. It is expected that the employee be a regular part of the community of Faith Church. There is an understanding on the employee's part that they be invested in Faith Church spiritually, relationally, emotionally and physically, which includes involvement in the lives of people and ministries of Faith Church. The desire would be for the employee to be in process of pursuing church membership.
 - B. Maintains an active and growing relationship with Christ through personal spiritual disciplines and personal accountability.
 - C. Serves as a team member of the church staff and participates in regularly scheduled staff meetings.
 - D. Continually seeks to help fulfill the stated mission of the church.
 - E. Maintains regularly scheduled office hours and commits to assisting with ministry implementation on Wednesday evenings and Sunday mornings.
 - F. Demonstrates strong commitment to family.
- V. Job Responsibilities:**
 - A. Assist the Pastor of Senior Adult Ministries with scheduling pastoral care visits, and coordinating details for Sunday School, monthly lunches, and occasional fellowship outings and trips.
 - B. Assist and support the Children's Ministries Directors in recruiting, training, equipping and scheduling volunteer leaders, and in preparing supplies and classrooms for various ministry programs.
 - C. Responsible to maintain an accurate database of participants in all Spiritual Formation Ministries.
 - D. Other duties as assigned by Church Administrator and/or the pastors.