

JOB DESCRIPTION

COORDINATOR

CAMPUS: BATH



Ministry Area: Marriage and Care

Ministry Position: Marriage and Care Coordinator

Time commitment: 25 hours per week, part-time salaried, non-exempt

Staff contact: Pastor Robby Neidlinger, Marriage and Care

Position Overview

This position provides administrative coordination for the Marriage & Care Ministry and as needed. The hours of this position will be flexible, both in office and out. This position is salaried to facilitate the “24/7 mentality” of ministry.

Essential Job Functions

Primary duties for the Marriage & Care Coordinator include:

- **Communication**
 - Provide resourcing and administrative support to Connect Group Leaders and participants.
 - Tracking volunteer assimilation – SHAPE.
 - Create and maintain forms, surveys and invites, manage responses.
 - Assist with schedule of rooms, facilities, and keep calendar current.
 - Make necessary purchases for ministry needs.
 - Work with bookstore to maintain inventory.
- **Care**
 - Manage weekly Connection Card calls as assigned.
 - Main liaison between connecting Grace Families with Counseling (scheduling, tracking).
 - Connect Care-Receivers with volunteer and professional Care-Givers (Pastoral/professional counseling, visitation, Connect Group, Recovery Ministries, Meals).
 - Assign Pastoral coverage for Agape (financial assistance) requests
 - Give funeral support as needed.
- **Events**
 - Recruit, train and equip volunteers for Hospital/Nursing Home Visitation Teams.
 - Cultivate relationships and volunteer opportunities with area Care Centers (Nursing Homes/Memory Care/Assisted Living).
 - Coordinate trainings – materials/trainers/hospitality/facility use.
 - Coordinate event logistics (registration, attendee tracking, presentation, materials, evaluations).
 - Collaborate with Pastor on ideas for future marriage events and manage the details for a successful event including budget and reimbursements.
- **GraceLINK**
 - Manage GraceLink and website for Connect Groups; develop and manage groups and process queues as needed.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.
- Have attended the Discovery Classes or will attend within the first six months of being hired.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is proactive and dependable.
- Has a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day Review by the Marriage and Care Pastor.
- Annual Review by the Marriage and Care Pastor.
- Input from staff and volunteers.