

JOB DESCRIPTION

COORDINATOR

CAMPUS: BATH



Ministry Area: First Impressions (FI)

Ministry Position: Coordinator

Time commitment: 10 hours per week, part-time non-exempt salaried

Reports to: Pastor Ezra Wimberly

Position Overview:

This position is to serve the guests of our weekend services by providing direction, leadership, inspiration, training and administrative support to our First Impressions volunteers. Each of the 3 First Impressions coordinators will be assigned to directly oversee several weekend services, and work together to provide a unified experience for our guests. They will also share weekly administrative duties of the First Impressions ministry.

This position will be responsible for the overall health and effectiveness of the ministry taking a lead role with their team of coordinators.

Job Functions of this Position

- Setting Vision and inspiration for the “Huddle”
- Determining priorities and goals for the ministry
- Leading the First Impressions leaders

Essential Job Functions of all FI Coordinators

- Recruit and train new volunteers
- Provide leadership to the FI leaders and volunteers
- Ensure that all 6 areas of FI are achieving their goals (Parking, Greeters, Bookstore, Info, Coffee, and Ushers)
- Manage and track weekly scheduling of volunteers
- Active management of on-site issues or needed improvements during weekend services
- Maintain a positive and helpful attitude to leaders, volunteers and guests
- Maintain unity of vision and training within the Bath Campus FI staff and leaders.
- Develop and improve the weekend experience under the direction of the Creative Arts Pastor
- Provide support volunteers for regular or special events as assigned (i.e. Discovery Group week 1)
- Support weekend FI teams and leaders through management of supplies and budgets.

Requirements

- Experience in leading volunteers and volunteer leaders of various ages
- Passion for making the outsider feel welcome and included

- Possesses organizational and multi tasking abilities and able to handle stressful situations with self-control and teamwork.
- Confidence in use of technology and online tools (GraceLINK, Planning Center, etc)
- Excellent follow-through
- Strong administrative, communication, planning and interpersonal skills.
- Self-directed and a self-starter. Pro-active and dependable.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Passion for the mission and the vision of Grace Church.
- Must have a humble, teachable spirit and servant's heart (Philippians 2:1-11).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, abiding by the Statement of Faith of Grace Church.
- Has completed or will complete the Discovery Classes within six months of hire.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart that is focused on ministry, not just a job, being available to pray with and console, listen to and serve those in need.
- Is willing to perform other duties as required in a spirit of servitude
- 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.
- Is proficient and confident in your computer skills which include the programs of Microsoft Office; be willing to learn in-house management systems such as GraceLINK.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Proven ability to accomplish tasks and projects utilizing highly developed communication (written, verbal and interpersonal), project management, time management and collaboration skills.
- Demonstrates the ability to perform high quality, detailed work without supervision within assigned deadlines.

Measured By

- 30/60/90 day reviews by the Creative Arts Pastor
- Annual Review by the Creative Arts Pastor
- Input from staff and volunteers