



**CHURCH MINISTRY CORRINATOR
PROFESSIONAL PART TIME POSITION**

RESPONSIBILITY STATEMENT

“Church Ministries Coordinator is to coordinate ministries in a way that keep Pastor Jamé and Pastor Jennifer’s path clear of non-essentially tasks and decisions so they can do *only* what they can do.”

In the demands of ministry this statement will serve as your primary directive.

MINISTRY INTRODUCTION

The Church Ministry Coordinator must have...

- A love for Jesus.....(a consistent walk with Jesus).
- Must be mature.....(takes responsibility and looks for accountability).
- Must have an authentic work ethic.....(takes ownership of projects).
- Looking for a church family.....(we need you to be part of Victory).

PROFESSIONAL RESPONSIBILITY (IE GLUE KEEPING THE CHURCH CONNECTED)

The Church Ministry Coordinator must be mature and have an authentic work ethic.

The purpose of this role is to manage and administrate the daily, weekly and monthly functions of the Victory Church. It’s a combination between an office manager and event coordinator. For the church to do real ministry in many areas, adequate support and administration for all the ministries is essential. For example, loading and managing Planning Center database, making up a calendar for the year that highlights important dates, updating the website, and help with annual budgets, updating the message on the marquee on a weekly basis, and quality control and scheduling of church building maintenance, etc.

The person in this job must be able to truly understand what a member, guest, or visitor is feeling, while at the same time remaining separate from the problem. A genuine and biblical servant attitude is most important. This includes the ability to graciously handle unexpected or difficult situations, conflict resolutions, and cranky or demanding people with a positive attitude.

PRIMARY EXPECTATION AND TASKS

- Support for pastoral and business team, visitor follow up and congregational care.
- Scheduling, communicating, and coordinating logistics for church affairs w/ church staff and program ministers.
- Upkeep church calendar, bulletin boards, and printed materials (i.e. envelopes, letterheads, prayer cards, etc.).
- Special event scheduling (ie. Seafood festival, receptions, funerals, non-member use of church facilities, etc.).
- Follow-up, tracking, and filing of attendance logs, visitor cards, prayer requests, volunteer skills, etc.
- Calendar and communications support via phone contact, text messaging service, updating website, etc.
- Copying, printing, filing, folding, mailing, inventory/ordering/receiving supplies, office incidentals etc. support as appropriate.
- Maintain backup for key control, security procedures, file alarm procedures, and computer systems.
- Other Monthly “Stuff” (i.e. quarterly newsletter, sorting mail, office traffic, handling incoming phone calls, communication cards, etc.).

COMPUTER PROGRAMS AND WORKFLOW

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| <ul style="list-style-type: none">• Adobe InDesign• Social Media (Facebook & Instagram)• BaseCamp• Text in Church• Planning Center | <ul style="list-style-type: none">• eChurch Apps• Squarespace• ProPresenter• Basic QuickBooks• We’ll teach you – it ain’t hard |
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DIRECT MINISTRY, OFFICE HOURS & PAY

- 20 per week including office hours and service times.
- Sunday Morning, 9am – Noon, 3 hours. Workable around ministry.
- Three (3) office mornings, Mon, Wed, & Fri 9am – 1, Total of 12 hours.
- Starting Rate: \$1,000 a month

THE FINE PRINT (IE WHAT ALL THIS MEANS).

- You are a big deal and an important component to making the ministry go – You are the “ultimate inbox”!
- Because you are big deal, we’ll need you and yours to attend Victory Church.
- You are the hands of Victory Church and the driver of its weekly stuff.
- You are a true taskmaster, data nut and one who truly, truly, truly wants to see people come to Jesus.
- You gain real world experience in running a growing a Spirit driven church.

THE STUFF YOU WOULD SAY (IE WHAT YOUR DAY, WEEK, MONTH WOULD LOOK LIKE).

“Pastor Jamé, Ms. LuLu is in the hospital room 123. She went in for pneumonia at 11am.”

“Pastor Jamé you have a 10am meeting at Regent Divinity – so leave at 9am.”

“Pastor Jenn the worship conference is in DC the nearest Starbucks is a ½ block away.”

“No. No. No. The visitor card must be filled out with either cell phone or home phone.”

“I just ordered toilet paper, do you care?”

“Here’s the Point Deacon schedule for the rest of the year.”

“The Poquoson Seafood festival is on Wed to Fri we need a check to hold our space. It costs \$150. I’ve made a schedule for volunteers to be at the booth. I spoke with Helen, she’s cutting a check. Here’s the details. ”

“I love Bull Island Clam Chowder”.

“The youth pastor just caught the youth room on fire – should I order paint?”

“I just ordered dinner for the deacons meeting. Who likes Thai?”

“Here’s the schedule and order for the Breakfast with Santa event”.

“Well. Jamé’s just like that – he’s got energy.”

Ring. Ring. “Pastor always likes to have lunch with Missionaries if you are going to be in town”.

“Pastor Jennifer your counseling license expires in Sept 2018.”

“Starbucks run! Who’s getting what?!”

“Yes. I know Pastor Jamé has a moose head in his office – It’s a sermon illustration.”

“That was an incredible Sunday. Praise the LORD”.

I THINK I WOULD LIKE TO DO THIS (IE HOW I APPLY)

- Email your resume to Pastor Jamé Bolds (StaffSearch@victory.nu).
- Let us know why you’re a match for this ministry (letter, paragraph, prezi, powerpoint, whatever, you decide).
- Send us a picture of yourself (we’d like to meet you).