

Churchome

Job Description

Ministry Coordinator

I. PURPOSE

The Ministry Coordinator is responsible for implementing the vision of Churchome at their respective locations and taking ownership in building healthy community around both ministry and operational areas of responsibility given to them.

II. TARGETS

- Healthy volunteer teams are established, equipped and empowered in areas of ministry or operational responsibility.
- Each area of responsibility is well-organized and operating effectively, meeting ministry and operational goals.

III. RESPONSIBILITIES

- Volunteers
 - Gather a core team of volunteer leaders for each area of responsibility.
 - Inspire individuals to stay united around the vision of Churchome through relationship and communicate consistently with your volunteer teams.
 - Direct volunteers into areas of strength and ensure they are trained and equipped to effectively lead in their areas.
- Areas of Responsibility
 - Collaborate consistently with central leaders to understand and implement the vision of Churchome in areas of responsibility.
- Churchome may also assign other duties or responsibilities, in its sole discretion.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with Location Pastor
- Weekly Meetings w/Location Pastor
- Any additional Team or initiative-based meetings

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for Location areas of responsibility to continue to grow.
- If targets are not being met on a consistent basis, a meeting with the Location Pastor to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.
- A minimum of one year completed in our Churchome College program (previously labeled the Leadership Experience and Intern Experience).

Knowledge/Skills:

- Effective communication, both verbally and written; attention to detail; ability to work independently within a team environment. Supervisory experience helpful.
- Strong relationally and the ability to oversee and lead multiple teams consisting of volunteers.

Work Status: Exempt, Salary, FT
Supervisor: Location Pastor
Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.