

**Position Title:**       **Ministries Coordinator**  
**Reports To:**         Lead Pastor  
**Supervises:**         Volunteer staff and nursery staff member(s)  
**Status:**             Part time, Salaried, Exempt

**Position Overview:** The primary role of the Ministries Coordinator is to work with the Pastor(s), support team(s) and key volunteers to oversee and direct Fuller's ministries, reaching members of our congregation and the broader community to attain our congregation's goal of: "Helping people take their next step into a life-changing relationship with Jesus Christ."

**Key Tasks and Responsibilities:**

With support, direction, and input from the Pastor(s), the Ministries Coordinator will provide vision, initiative, and leadership to Fuller's ministry activities by leading and/or recruiting volunteers to lead/staff them. She or he will give direction and provide resources. This includes but is not limited to:

- Permanent nursery staff.
- Children's worship, middle school, high school and adult ministries.
- Midweek ministry activities.
- Summer neighborhood gathering events.
- Activities intended as outreach to Fuller's neighborhood.
- Kid's Hope USA

**Skills and attributes:**

The Ministries Coordinator must be a skilled organizer, a creative thinker, and a self-starter capable of working independently, yet a willing team member. Most importantly, he or she must embody the mission of Fuller and demonstrate a love for Jesus Christ at work and in personal affairs.

**Terms of employment:**

This is a part-time, salaried, exempt position (approximately 25 hours per week). Ordination is not required. The Administration Committee will review the terms of employment annually. If changes are required, the council will be asked to approve.

**Physical Demands:**

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must have a valid driver's license and access to an automobile, be able to walk distances of two or more miles, sit for extended periods in the office and in meetings, lift, carry and put away materials weighing approximately 35 pounds, use a computer and other office machines, and speak clearly on the telephone and in person.

Updated: 11/18