

Poplar Ridge Friends Meeting

**CHURCH MINISTRIES
COORDINATOR**

Part Time

I. PRIMARY FUNCTION

To promote the work of God's Kingdom at Poplar Ridge Friends Meeting through the development and organization of ministries and leaders necessary to fulfill the church's mission. The goal of this position will be to partner with the Holy Spirit in the transformation of believers through their fruitful ministry at Poplar Ridge.

II. PRIORITY FOCUS

The priority focus of this ministry will be to help believers understand and utilize their spiritual gifts for the building up of God's Kingdom through the church, and to help organize the church to accommodate this priority.

III. REQUIREMENTS

- Must have a personal relationship with Jesus Christ, having accepted Him as Savior and Lord.
- Must be in harmony with the teachings of Friends as outlined in our *AFCM Affirmation of Faith Statement*
- Should have previous training and/or experience in relevant ministry.
- Must be familiar with and committed to the Church Mission Statement of Poplar Ridge Friends Meeting.
- Must have a desire for personal growth and development in your calling as a Church Ministries Coordinator.

- Must be willing to be a "team player" with the rest of the ministry staff and leadership of the meeting .
- Must maintain regular time for reading God's Word and for prayerful, obedient responses to God's leading.
- His or her honesty, integrity, and ethics must be above reproach.
- Be dedicated to the vision that every believer can and should be growing into the likeness of Jesus Christ.

IV. DUTIES AND RESPONSIBILITIES

As Church Ministries Coordinator

- Work to enable the efficient and fruitful process of service and ministry within Poplar Ridge Friends Meeting by helping contact, coordinate and encourage volunteers.
- Help members and attendees find meaningful use of their spiritual gifts within the context of the ministry of Poplar Ridge.
- Team with Senior Pastor during Poplar Ridge 101 course to help potential members understand their spiritual gifts. Then help them find opportunities where those gifts can be used.
- Equip team leaders/committee chairpersons in their development as leaders, and in their cooperation and communication with other ministries and leaders in the church.
- Serve with Nominating Committee in the fulfillment of his/her duties.
- Work with Finance Committee to develop a yearly budget for his/her area of ministry.
- Promote opportunities for service and ministry to the congregation using all available means.

As Staff

- Responsible to Ministry and Counsel (Elders) and Senior Pastor for his/her ministry and its effectiveness.
- Meet weekly with the Senior Pastor.

V. PERSONAL

- Devote approximately 8 hours per week to this position.

VI. ACCOUNTABILITY

- Church Ministries Coordinator reports to Ministry & Counsel with primary oversight by the Senior Pastor. Direct supervision of no other staff members.
- Annual job performance appraisals will be conducted both individually and by the Senior Pastor.

Approved by Monthly Meeting December 12, 2017