

JOB DESCRIPTION
ADMINISTRATIVE COORDINATOR
CAMPUS: BATH



Ministry Area: Adult Ministry
Ministry Position: Administrative Coordinator
Time commitment: 25 hours per week, part-time salaried, non-exempt status
Report to: Nate Rayl, Adult Ministries Lead Pastor

Purpose

As part of the Adult Ministry Team of the Bath Campus, this ministry position is designed to serve in providing administrative assistance and coordination to the Adult Ministry department by managing projects and executing tasks that lead people in a growing journey with Christ. This position will be responsible to provide support to the Pastor of Adult Ministries and also the projects, events, initiatives, processes, and team goals as directed by the Pastor of Adult Ministries. This position is salaried to facilitate the “24/7” mentality of ministry. Must be able to work closely with members of the Adult team.

Essential Job Functions

Discovery Group

Administrate the launch of successful Discovery Groups by providing organization to communication platforms, volunteers, tasks, processes, and website, etc.

- Assist with administrative details for all Discovery Groups and be present at Weeks 1 & 6 events
- Organize next steps and follow up processes

Scheduling & Administration

Help Coordinate tasks involved in planning, scheduling & administration of the Adult Ministries under the direction of the Adult Ministry Pastor & Manager.

- Effective in ministry communication & Coordination for Next Steps and Connection Pathway
 - Scheduling of meetings, classes, and groups, volunteers, etc.
- Print class materials, curriculum, as directed by the Ministry Manager/Pastor
- Purchasing & managing supplies needed for all classes, groups, trainings & events
- GraceLINK reporting, tracking, attendance, process queues, forms, etc.
- Manage the Daily Bible Reading process
- Manage Calendar for Adult Ministry Pastor

General Responsibilities

- Planning and day of event coordination: volunteer events, trainings, gatherings, orientations, or retreats for the Adult Ministry Department
 - Internal Event Process, budgets, credit cards, and T-accounts.
- Coordination of onboarding process of volunteers and leaders: background check & processes
- Manage and submit monthly expense reports, for the department credit card
- Perform all other duties as assigned.

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Updated 12.24.2020

Technical

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Acute attention to detail
- A willingness to learn and become proficient in all in-house management systems and any other programs that will help enhance Grace Church ministries.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Work as for the Lord (Colossians 3:23).
- Love Christ with a desire to see others love and know Him (Ephesians 3:14-19).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.
- Have attended the Discovery Classes or will attend within the first six months of being hired.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- 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.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Strive for excellence, not perfection.
- A willingness to be part of the overall Grace staff team and be flexible as assignments and/or weekly needs arise.

Measured By

- A 30/60/90 day and annual review by the Lead Pastor of Adult Ministry & Manager.
- Input from leaders, staff, and volunteers.