

# JOB DESCRIPTION

## COORDINATOR

CAMPUS: MEDINA EAST



**Ministry Area:** Live It / Young Adult

**Ministry Position:** Live It and United Coordinator

**Time commitment:** 20 hours per week, part-time salaried, non-exempt status

**Report to:** Collin Paich, Live It Ministry Manager

### Position Overview

The Live It and United Coordinator will serve to advance the vision and mission of Grace Church, the movement of 30 in 30, through biblical communities by providing administrative support and coordination with focused attention to connecting people to biblical community. This position requires friendly disposition and a solid understanding and commitment to biblical community, expressed by the value: *We share life together. We cannot live without honest relationships. We are resolved to figure out how to love God, love each other, and live on mission together.* Responsibilities will include office hours during the week as well as occasional weekend hours.

### Essential Job Functions

#### Live It

- Assist Live It Ministry Manager in developing connection pathways for Life Groups.
- Is the primary contact to connect people to biblical community. Track and follow-up with all Life Group interest (Discovery, connection card, forms, etc.).
- Oversee and coordinate the promotion of Life Groups. Communication "point person" for Life Group Leaders and Leaders in Training.
- Assist Live It Ministry Manager in supporting and caring for Life Group Leaders.
- Assist in planning leadership gatherings and trainings (including coordinating logistics).
- Coordinate the life group leadership process and track people in the leadership pipeline.
- Manage life group information in GraceLINK. Provide regular reporting for metrics and engagement.
- Coordinate logistics for special Life Group promotions (at weekend services, website, app, card wall, etc.).
- Is present for and provides administrative support for weekly coaches meeting (notes, scheduling, etc.).
- Assist in developing, managing, and updating Life Group Leader resource database.

#### United

- Coordinate logistics for leadership trainings and United Ministry Retreats.
- Track and follow-up with Young Adult Ministry interest (Discovery, connection card, forms, etc.).
- Manage ministry information of GraceLINK.
- Coordinates United communications.

#### General

- Responsible for data integrity for Life Groups and United.
- Wisely steward Life Group and United resources. Track expenses, submit invoices, coordinate T-accounts with finance.
- Effectively use GraceLINK database and systems for tracking of volunteers and leaders.
- Work interdepartmentally for Life Group and United ministries as needed.
- Attends All-Campus, MEC All-Staff and ministry area meetings.
- All other duties as assigned.

**Technical Requirements:**

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance in GraceLINK.
- Acute attention to detail and highly organized.

**Spiritual Life**

- Actively making disciples (Matthew 28:18-20).
- Actively engaged in building up the Body of Christ in biblical community (Romans 12:3-8).
- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).

**General Requirements**

- Faithful and committed attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- 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.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- 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.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- 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.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Is willing to perform other duties as required in a spirit of servitude.
- Has the ability to maintain a high level of accuracy in preparing and entering information and developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.

**Measured by**

- 30/60/90-day new hire review and Annual Review by the Live It Ministry Manager.
- Input from staff, leaders, and volunteers.