

## JOB DESCRIPTION

### MINISTRY MANAGER

CAMPUS: BATH



**Ministry Area:** Adult Ministries  
**Ministry Position:** Administrative Manager for Adult Ministries  
**Time commitment:** 40 hrs/week, full-time salary, exempt status  
**Staff contact:** Pastor Nate Rayl, Adult Ministries

#### Position Overview

This ministry position provides administrative support to the Adult Ministry Team by creating systems, coordinating projects/ initiatives, collaborating with other ministry depts, and by moving forward Adult Ministry Team goals and discipleship efforts to help people grow in journey with Christ. This position is salaried to facilitate the “24/7” mentality of ministry. This individual needs to be able to take initiative and encompass a “get it done” type of mindset while enjoying working with people and coordination.

#### Essential Job Functions

Will provide oversight and administrative support in the following areas outlined below, to bring consistency and focus across the ministry teams, volunteers, and discipleship efforts.

- **Leadership Development**
  - Develop systems and processes for implementation, tracking, and reporting.
  - Coordinate the development of resources and equipping tools for leaders.
  - Organize and execute “Day of” event coordination for gatherings, retreats, trainings, leadership summit, and other discipleship initiatives.
  - Coordination of onboarding process of volunteers and leaders: background check and CAPP.
- **Connection Pathway & Discipleship Next Steps**
  - Coordinate the next steps of team members completing Discovery Group & Connection Pathway (SHAPE, Basic Beliefs, Baptism).
  - Develop communication strategy and plan for re-occurring promotional rhythms of short-term groups, classes, and discipleship efforts, and one-time events or retreats.
  - Collaborate with other ministries departments to ensure effectiveness of next steps.
  - Oversee baptism process, schedule, and events.
  - Provide assistance to ensure/ coordination of successful Discovery Group.
- **Scheduling & Administration**
  - Scheduling of meetings, classes, and groups, volunteers, etc.
  - Provide administrative support to *Women’s Spiritual Leadership Support Coordinator*.
  - Preparing class materials, curriculum, as directed by the ministry Pastor.
  - Purchasing & managing supplies needed for all classes, groups, trainings and events.
  - Internal Event Process, budgets, credit cards, and T-accounts.
  - Safety Team – onboarding team members, scheduling, attendance.
  - GraceLINK reporting, tracking, attendance, process queues, forms, etc.
  - Manage Calendar for Adult Ministry Pastor.
  - Manage and submit monthly expense reports, for the department credit card.
  - Perform all other duties as assigned.

### **Technical Requirements**

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Willingness to learn necessary GraceLINK skills for tracking
- Acute attention to detail.
- Excellent management and people skills.

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

### **General Requirements**

- Faithful and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Has a heart focused on ministry, not just a job.
- 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).
- 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.
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- 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 and annual review by Adult Ministries Pastor.
- Input from leaders, staff and volunteers.