

JOB DESCRIPTION
COMMUNICATION AND RESOURCE
COORDINATOR
CAMPUS: BATH



Ministry Area: Adult Ministries

Ministry Position: Communication and Resource Coordinator

Time Commitment: 20 hours per week, part-time salary, non-exempt status

Reports To: Josh Taylor, Pastor of Biblical Community

Position Overview

The Communication and Resource Coordinator helps the Biblical Community team implement the value of “sharing life together” at the Bath Campus. This role is to coordinate the communication needs within the Biblical Community ministry team and for the Bath Campus as a whole. Overseeing the development of resources for the ministry team, leaders and groups, is a part of this position. Responsibilities will include being in the office during the week and occasionally weekend services. Having a “connector” personality with technical and visual skills for communication is necessary.

Essential Job Functions

- **Ministry Communication**
 - Collaborate with Pastor of Biblical Community to provide weekly content via email to leaders
 - Collaborate with social media team to provide weekly and ongoing ideas for “life of church” posts
 - Oversee communication and planning for ministry promotions (Discovery, weekend services, GameDay, etc.) and connect events (like “Finding Your Community”)
 - Help people sign-up and take next steps within groups (short-term groups, groups ending, etc.)

- **Ministry Resources**
 - Update resource and information pages on Grace’s website (i.e. group leader resource page)
 - Help write and post weekly discussion guides for groups based on sermon notes and topic
 - Coordinate the recording of videos and creation of graphics and/or documents
 - Develop resources as needed for ministry team, groups and leaders

- **Ministry Stories & Metrics**
 - Capture and celebrate stories of community and discipleship wins happening in group life
 - Provide monthly reporting for metrics and engagement in Biblical Community at Bath Campus

- **Administrative Responsibilities**
 - Work interdepartmentally for the Biblical Community ministry as needed
 - Work with volunteer teams for meetings and projects

- **Assist with other Adult Ministry projects, initiatives, and assimilation strategies**

Technical Requirements:

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Willingness to learn necessary skills for church management software (GraceLink)
- Familiar with or able to learn software required for basic graphic design work (InDesign, Canva, etc.)
- Familiar with or able to learn software required for web design (WordPress, Divi Builder, HTML)
- Familiar with or able to learn communication software (MailChimp, group messaging, etc.)
- Highly organized and positive people skills
- Acute attention to detail

Spiritual Life

- Actively making disciples (Matthew 28:18-20)
- 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 (1 John 5:14)

General Requirements

- Is a regular and committed weekend attendee of the Bath Campus of Grace Church.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Have attended or is in the process of attending the campus Discovery classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Being concerned about the spiritual welfare of others.
- Has 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).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart 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.
- 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.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30/60/90 day and annual review by the Pastor of Biblical Community
- Input from staff, leaders, and volunteers
- Effectiveness of the helping the Adult Ministries Team function in its organization and with administrative responsibilities