



## JOB DESCRIPTION

### COORDINATOR

CAMPUS: BARBERTON

**Ministry Area:** Power Kids (PK)

**Ministry Position:** Coordinator

**Time commitment:** 15 hours per week, part-time salary, non-exempt status  
1-year renewable

**Report to:** Joel Gregory, Campus Pastor

#### Position Overview

This position works to implement the vision of Grace Church through developing teams and ministries for Power Kids (birth-5<sup>th</sup> grade) as well as to provide ministry support to the Barberton Campus.

#### Essential Job Functions

- Coordinate, Develop and Oversee the Power Kids Ministry.
- Prepare monthly and weekly for the needs of the Power Kids Ministry.
- Communicate with and lead the Power Kids Volunteer Team by recruiting and retaining.
- Develop discipleship opportunities for the Power Kids Ministry.
- Plan and lead Power Kids Outreach Opportunities (i.e. Bible Camp, Sports Camps).
- Partner with parents in discipling their children.
- Apply campus initiatives and values to our PK ministry area.
- Partner with other Grace Church campuses on shared ideas and events.

#### Technical Requirements

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Strong communication skills.
- Willingness to learn Planning Center, Pro Presenter, and GraceLINK.
- Excellent project management and people skills.
- Acute attention to detail.

#### 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 (1 John 5:14).

**General Requirements:**

- A faithful and committed attendee of Grace Church, Barberton Campus.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Church Values and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Be engaged in Disciple making and Sharing Life with Others.
- 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 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 willing to perform other duties as required in a spirit of servitude.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.

**Measured By**

- 30-60-90 day review upon hire given by the Campus Pastor.
- Annual review given by the Campus Pastor.
- Input from leaders, staff and volunteers.