

JOB DESCRIPTION
CAMPUS COORDINATOR
CAMPUS: TOWN CENTER (TC CAMPUS)



Ministry Area: Adult

Ministry Position: Campus Coordinator

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

Report to: David Black, Campus Pastor

Position Overview

The Campus Coordinator works to effectively and efficiently fulfill the vision and mission of Grace Church through managing the operation of the Town Center Campus. Implementation of existing plans for the overall campus organizational structure as well as improves strategic plans to suit day to day operations.

Essential Job Functions

- Supports the Campus Pastor in the accomplishment of the church's mission through ministry effectiveness evaluation, discernment, decision making, planning and overall direction of church staff.
- Ensure the operational readiness of the church through management and delegation of administration, communication, finance, human resources, I.T. and facilities management.
- Facilitate the strategic planning process including development of yearly key objectives and plans which align with Grace Church's vision, purpose and core values; and establishment of short and long-term goals.
- Manage financial and resource plans to accomplish yearly and long-term strategic plans.
- Champion the development of infrastructure (support systems) by all ministry and support areas that supports healthy, long-term growth of the church.
- Track and manages development, implementation and follow up of vision campaigns.
- Manage the implementation of HR policies and procedures at the campus level in accordance with the Grace Church Human Resource Manager.
- Manage financial matters and processes at the campus level such as yearly campus budget planning and long term strategic financial planning in step with the Grace Church Controller.
- Manage communication with the other campus department leads to ensure the Town Center campus in step with the movement of Grace Church.
- Implement and communicate Grace Church policies and its effective use at the campus level.
- Perform other duties as assigned.

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).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Faithful and committed attendee of Grace Church, Town Center Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Have attended or is in the process of attending the campus introduction classes within the first 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.
- 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 Review by the Campus Pastor.
- Annual Review by the Campus Pastor.
- Input from leaders, staff, and volunteers.