

JOB DESCRIPTION

COORDINATOR

CAMPUS: BATH



Ministry Area: Marriage and Care

Ministry Position: Marriage and Care Coordinator

Time commitment: 25 hours per week, part-time salaried, non-exempt status

Staff contact: Pastor Robby Neidlinger, Marriage and Care

Position Overview:

This position provides administrative coordination for the Marriage and Care Ministry. The hours of this position will be flexible, both in the office and out which will include some weekends and evenings.

Essential Job Functions

- **Communication and Care**
 - Assist Marriage and Care Pastor with administrative tasks.
 - Type up weekly prayer requests/connection card assignments.
 - Organize Social Media Posts as Care Representative for the social media Team.
 - Update website with info on groups, resources, events, etc....
- **Leaders and Groups**
 - Coordinate organization of groups and support group leaders/participants.
 - Create and maintain forms, surveys, and invites; manage responses.
 - Connect group participants with relevant next steps.
 - Administer and track leaders through background checks and training expectations.
- **Pre-Marital and Wedding Support**
 - Accept all calls concerning weddings and premarital mentoring.
 - Be sure couples are communicated with and tracked through the wedding process.
 - Administer and track each couple through Premarital Assessment and necessary forms.
 - Connect couples to appropriate wedding personnel (ex. coordinator, mentors, musicians, etc...)
 - Work with facilities manager to schedule rooms for weddings onsite.
 - Work with and support volunteers for all applicable roles
- **General Administration**
 - Organize and work at Marriage/Care Events (Funerals, Remember, Marriage, Trainings, etc...)
 - Assist Marriage/Care pastor and volunteers with schedule of rooms, facilities, and meetings.
 - Make necessary purchases for ministry needs.
 - Manage expenses and provide budget updates (ex. reimbursements, monthly expenses, travel)
 - Maintain confidentiality of documents and information as required.
 - Make phone calls to volunteers as needed.
 - Utilize GraceLink whenever appropriate to organize Marriage and Care Ministry tasks.

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, 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.
- 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 Review by the Marriage and Care Pastor.
- Annual Review by the Marriage and Care Pastor.
- Input from staff and volunteers.