JOB DESCRIPTION
COORDINATOR
CAMPUS: Medina East

Ministry Area: Give It Away

Ministry Position: Give It Away Coordinator

Time Commitment: 25 hours weekly, part-time salaried, non-exempt status

Report to: Steve VanMeter, Associate Pastor of Give It Away Ministries

Position Overview

This position provides administrative assistance for Give It Away and Care Ministries of Grace Church at the Medina East Campus. Coordinates logistical tasks related to Give It Away and Care initiatives, events and meetings. This is a part-time, salaried position with occasional evening and weekend responsibilities as needed to meet ministry goals.

Essential Job Functions

Under the leadership of the Give It Away Pastor, coordinates current and future logistics for the purpose of mobilizing the Church to make disciples, live on mission, take part in missions, and provide care for our people and community.

- Provides administrative support of processes and logistics for Give It Away initiatives (GO Teams, trainings, 5&Change, Neighboring, Love Medina, etc.)
- Provides administrative support of processes and logistics for Care initiatives (POC, funerals, weddings, marriage mentors, Prayer Teams, etc.)
- Assists with connecting and onboarding Give It Away and Care volunteers and process queues.
- Assists with managing Associate Pastor of Give It Away's calendar and scheduling.
- Effectively stewards GIA and Care resources; accurately tracking and processing expenses.
- Maintain confidentiality of documents and information as required. Is responsible for data integrity in GIA and Care.
- Represents the Give It Away Pastor and leadership effectively and respectfully, to the congregation and public communicating with professionalism and grace.
- Attends ministry area and All Staff meetings.

Technical Requirements

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

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General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership including the Statement of Faith and Staff Creed.
- A faithful and committed attendee of Grace Church, Medina East Campus.
- Has completed or is in the process of completing Discovery within six months of hire.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Committed to being on mission for Christ by embracing our concern for disciple-making by being discipled or making disciples.
- Will care for others while appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Striving to holistically lead and manage marriage and home, when applicable.
- Required attendance at all staff meetings.
- 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 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, organized and a self-starter. Proactive and dependable.
- Has a heart that is focused on ministry, not just a job.
- Willing to perform other duties as required in a spirit of servitude.
- Proficient and confident in your computer skills, which include the programs of Microsoft Office; be willing to learn in-house management systems such as GraceLINK, etc.

Measured By

- 30/60/90 day and yearly review by Give It Away Associate Pastor.
- Input from leaders, staff, and volunteers.

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