

JOB DESCRIPTION
ADMINISTRATIVE COORDINATOR
CAMPUS: BATH



Ministry Area: Adult Ministries
Ministry Position: Administrative Coordinator
Time commitment: 25 hrs week, part-time salary, non-exempt status
Report to: Nate Rayl, Pastor of Adult Ministries

Position Overview

Provide administrative support to the Pastor of Adult Ministry Ministries by coordinating projects, retreats, events, trainings, collaborating with other ministry depts, and by moving forward Adult Ministry Team goals and discipleship efforts. Coordinate a successful Discovery Event by collaborating with key staff and volunteers for the purpose of helping our church family assimilate into the vision of Grace.

Essential Job Functions

- **Discovery Event** (Helping people take their 1st step or next step into vision of Grace)
 - Collaborate with staff and volunteer team to pull off successful event.
 - Communication Strategies: Website, app, email, social media, text.
 - Build a volunteer team: Logistics, hospitality, check-in, childcare coordination, etc.
 - Curriculum, PowerPoint, Print Materials.
- **Leadership Development: Give support to Volunteer Leaders and Teams**
 - Men and Women Discipleship efforts and initiatives: Events, retreats, gatherings, and training.
 - Coordination of onboarding process for volunteers and leaders: Background check and Children's Abuse Protection Plan (CAPP) approval.
 - Coordination of retreats, trainings, and camps.
 - Communication strategy: Plan promotional rhythms of short-term groups, classes, discipleship efforts, and one-time events or retreats.
 - Collaborate with other ministries departments to ensure effectiveness of next steps.
- **Safety Team**
 - Assist Campus Safety Manager with onboarding process, CAPP training, GraceLINK and Planning Center (PC).
 - Coordinate trainings: Communication, resources, schedules, room reservations.
 - Manager Internal Event Process (I.E.P.) for appropriate communications to all involved.
- **Scheduling & Administration & Communication**
 - Manage calendar for Adult Ministry Pastor.
 - Schedule meetings, classes, and groups, volunteers, etc.
 - Membership Process: Basic Beliefs Class and tracking
 - Prepare class materials/ curriculum, as directed by the Ministry Pastor.
 - Purchasing and managing supplies needed for Discovery, retreats, groups, trainings and events.
 - Manage ministry budgets and T-accounts.
 - GraceLINK reporting, tracking, attendance, process queues, forms, etc.
 - Manage and submit monthly expense reports for the department credit card.

Technical Requirements

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Willingness to learn necessary GraceLINK skills for tracking, and Planning Center.
- Acute attention to detail.
- Excellent management 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).

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.
- Has a heart focused on ministry, not just a job.
- 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).
- 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.
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- 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.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day and annual review by Adult Ministries Pastor.
- Input from leaders, staff and volunteers.