



MINISTRY DESCRIPTION

Position Title: Ministry Coordinator	Department: First Impressions
Reports to Position Title: Director of Adult Ministries & Community Engagement	Revised: 4/2018

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| <input type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-exempt | |
| <input type="checkbox"/> Pastoral Ministries | | <input type="checkbox"/> Administrative Ministries |

POSITION SUMMARY:

Build amazing teams that create engaging, friendly and hospitable environments for our guests and regular attenders.

GENERAL QUALIFICATIONS:

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
2. Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
3. For Pastoral Ministries Staff positions, the staff member is willing to become a member of Grace Church, regularly and consistently attending the weekend worship services and participating in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
6. Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
7. Has a commitment to prayer, as evidenced in both corporate and personal prayer times.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. Minimum years of relevant experience: 1
2. Education: High School diploma or more
3. License/Ordination: Not required
4. Knowledge areas: Computer skills
5. Flexibility for evenings/weekends: Yes No
6. Computer applications:
 Level: Expert Intermediate Novice/Beginner

7. Communications:
- Public Speaking Writing Telephone
- Small Groups Counseling
8. Management/Leadership Experience: Interfacing with guests/customer service, training staff/volunteers
9. Other Skills: Microsoft Office (especially Outlook) preferred

SPECIFIC QUALIFICATIONS, PRINCIPLE DUTIES, AND RESPONSIBILITIES:

GUEST EXPERIENCE

1. Create engaging, friendly and hospitable environments for our guests and regular attenders
2. Coordinate all follow-up with first time guests from free breakfast and connect cards/digital registration using mail chimp or CCB
3. Track guests in CCB and assess trends
4. Ongoing collaboration with Communications Team to manage guest experience

VOLUNTEER MANAGEMENT

6. Recruit continually to grow teams through phone calls and referrals
7. Onboard, equip and train new & existing volunteers according to First Impressions goals, values and vision
8. Maintain accurate contact information for all volunteers and communicate with them weekly
9. Update training for Info Center Hosts, Greeters and Ushers
10. Promote FI at Discover Your Church - 4th Sunday every month & onboard new volunteers from Discover Your Church

OTHER

11. Be proactive and ready for our "big" services which require extra planning and support. (e.g. Easter, Christmas Eve, etc.)
12. Attend required staff meetings, etc.
13. Other projects and/or initiatives as assigned by supervisor

REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:

Position Titles of Direct/Indirect Reports

Direct

Indirect

Total Direct:

Total Indirect

COMPLETED BY:

Supervisor:

Signature: _____

Date:

APPROVED BY:

Department Head:

Signature: _____

Date:

REVIEWED BY STAFF MEMBER:

Name:

Initial:

REVIEWED BY HR:

HR Representative:

Initial:

POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES.