

**Grace Brevard Ministry Coordinator
Position Description
October 2022**

**Interested applicant, please send any of your questions and/or your resume' or PIF to:
Pastor@GraceBrevardChurch.org**

Overview: The position of Ministry Coordinator is an essential part of Grace Brevard, designed to be the hub of the ministry wheel with a focus on communication, connections, coordination, and engagement of the people in a way that promotes the flourishing of one another, the church and our community. This person will primarily equip and empower others in ministry while also leading particular ministries as the situation determines.

This is a unique position with variable hours and inconsistent work patterns. It will offer a degree of flexibility in location and work hours.

Qualifications:

- The Ministry Coordinator needs to be
 - A Christ-Follower who rests personally on the righteousness of Christ alone for his/her salvation resulting in being a person of good rapport and character, whose faith and life reflect a heartfelt, daily repentance and growing faith in Christ.
 - Deeply aligned to Grace Brevard's core values: Gospel Centered, Missional, Relational, Prayerful, Dependable, Teachable and Authentic
 - Self-motivated, organized, dependable, diligent, and flexible.
 - Organized such that key objectives, next steps, and commitments are kept in appropriate priority
 - Deeply focused on people and relationships
 - Flexibility for inconsistent and fragmented work hours

Responsibilities:

- Communication Support
 - Coordinate and execute communication with the broader church body such that information is made available to the right people at the right time.
 - Coordinate Church Calendars
 - Assist with timely email and text messages for updates and urgent notifications, both to our body as well as the community as a whole when appropriate
- Help coordinate leadership meetings of various kinds:
 - Ensure essential meetings and connections are scheduled while making efforts to accommodate complex schedules.
 - Coordinate with Pastor(s) and leaders for effective meeting agendas.
 - Collect and track follow-up tasks from meetings as appropriate.
- Coordinate Church Functions
 - Coordinate essential church functions such as regular congregational meetings, new members classes, etc.
 - Collaborate with the Lead Pastor on planning and coordinating Worship Services including songs, leaders, tech, communion, baptisms, etc.
 - Support and coordinate follow-up to "connection cards", prayer requests, and member care.
 - Support and coordination of core, church sponsored ministries

- Support of Staff and Operations
 - Oversight and direction of the Church Administrator including responsibilities and annual performance reviews
 - Assist pastor(s) in coordination and remuneration of Worship Leaders and Tech Team
 - Assist pastor(s) in coordination of speakers, announcements, and guest preachers
 - Contribute to staff job definitions to optimize organizational effectiveness.
 - Lead and manage contracted services in support of the church: cleaning, maintenance, etc.
- Special Projects and Events
 - Collaborate with leaders on the costs and feasibility of projects and events.
 - Collaborate on the logistical support for special projects and events.
- Recognize, adapt, engage, and lead in other responsibilities as much as possible.

Desirable (but not necessary) Skills: The ideal candidate will be positioned to help Grace Brevard flourish through some of these areas:

- Some extended education and training with a willingness to teach and serve as a backup preacher.
- Event Coordination experience to help us engage even more deeply in our community.
- Youth Ministry focus and a heart for the development of our youth.
- Worship Leader
- Coordinate Children's Ministry

Oversight and Accountability

- The Ministry Coordinator will report to the Lead Pastor
- Objectives defined annually in consultation with pastor(s) and Session and performance reviewed annually.

Remuneration and Schedule:

- The Ministries Coordinator will be an employee of Grace Brevard Church
- The Ministries Coordinator is a full-time position.
- This is a salary position targeted at \$60,000 per year.
- 3 weeks of paid time off is available when coordinated with the Lead Pastor and Church Administrator.
- Payment of wages will be made in two-week installments.