

MINISTRY COORDINATOR



Job Description

PURPOSE

To help people discover and deepen a saving relationship with Jesus by strategically serving and maximizing FBC's core ministries to operate with maximum efficiency and effectiveness.

EXPERIENCE

- College degree
- Minimum five years of working in a ministry or non-profit
- Minimum three years of working with different teams and leaders at the same time
- Verbal and written communication skills

DETAILS

Full-time

Reports to: Connect Director OR
Executive Pastor

Work Schedule: Sunday through
Thursday or Monday through Friday
with some exceptions for special
events

KEY RESULTS & RESPONSIBILITIES

Strategically serve all core ministries and the Ministry Directors (the staff who lead core ministries)

- Have a growing knowledge and understanding of core ministries
- Build strong relationships with Ministry Directors
- Evaluate, improve, and manage systems to increase efficiency and effectiveness
- Assist with tasks and projects to spur effectiveness and growth
- Set up the Ministry Directors for success

Oversee the church's database to maximize communication and next steps

- Own the data, processes, automations, etc. in the database
- Ensure ministries are utilizing the database to its full capabilities
- Evaluate the database to ensure core ministries are operating efficiently and effectively

Create and manage efficient and effective systems

- Evaluate all systems for clarity, ease of use, efficiency, and effectiveness
- Maximize the synergy and interconnectedness of all systems and ministries

Align with the FBC mission and staff

- Evaluate and influence all core ministries to be aligned with the church
- Be engaged and aligned with the Ministry Director's team
- Protect the health, relationships, and values of the FBC staff