



JOURNEY
EST. OF FAITH 1911

JOB DESCRIPTION

Ministry Department Coordinator

Reports to: Executive Director
Job Type: Full-Time
Membership: Member or regular attender upon hire

POSITION SUMMARY

This position is responsible for the day to day support activities of a ministry department including event coordinating, department purchasing, and responding to inquiries and requests in a way that represents the vision and direction of the ministry when the pastor or director is unavailable. The primary responsibility of this position is to help streamline processes across the ministry department which includes creating systems and processes that enables collaboration, efficiency, communication and prioritization. This position is a bridge between the different ministries within the department as well as the other coordinators of different departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate logistics for ministry events, classes, meetings and projects including registration signups, catering, room or location reservations, print material, setup support, setting up childcare
- Order and coordinate department purchases amongst multiple vendors to meet budget requirements and maximize savings
- Reconcile department budget and expenses
- Help process volunteer signups and background checks
- Update and maintain website and newsletters
- Orchestrate collaboration and integration between all ministries in department
- Streamline processes across ministry department with regards to communication, prioritizing, managing tasks, organizing events, and purchasing
- Understand MRM/Room Management software policies & procedures to ensure compliance for room reservations while meeting ministry needs and requirements
- Ability to learn, create, maintain and teach new systems to build efficiencies in all areas
- Proficiency in FellowshipOne desired (WebLinks, Assignments, Check-in, Attendance, Reporting) or ability to learn
- Monitor ministry email account and phone inquiries to respond correctly and timely
- Create and print materials as needed
- Occasional availability on event days including weekends and evenings
- Work with Media Team on AV needs
- Administrative support for department as needed



JOURNEY

EST. OF FAITH 1911

COMMUNITY LIFE DEPARTMENT COORDINATOR

- Coordinate signs ups and plans for meetings, events, trainings, classes, mission trips, etc
- Prioritize tasks to accomplish goals of Outreach, Small Groups, Care, Hospitality and Assimilation
- Outreach – manage missionary invoices and payments, plan travel for mission trips, coordinate trainings, print flyers, support plans for community events
- Small Groups – coordinate room assignments, setup training logistics, distribute sermon notes for discussion, manage inquiries and requests from leaders and new people, coordinate details for events like retreats, meetings, and trainings
- Care – manage preferred resource list to keep current, respond to incoming emails & calls, direct people to resource or pastor, coordinate Minister of the Day logistics
- Hospitality – setup training logistics, order volunteer refreshments for storage
- Assimilation – coordinate class logistics including room reservations, ordering food, printing & preparing materials, and reconciling expenses

FAMILY MINISTRIES DEPARTMENT COORDINATOR

- Organize and coordinate meetings, events, camps, retreats, summer activities, missions trips, etc
- Coordinate promotion & communication of events and help adjust as needed based on tracked attendance
- Active note taking in meetings to keep track of what needs to be done, by who and when
- Coordinate content and design for newsletters
- Print & design ministry support materials including posters, monthly magazines, flyers, tickets, presentation slides
- Respond to inquiries from FellowshipOne, Weekly registration lists, emails and phone calls
- Prioritize tasks to accomplish goals of Children's, Middle School and High School Ministries

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree and be able to uphold and support our mission, vision, core values, staff values, and faith statements
- Journey of Faith expects its employees to be regular attendees of the Church and to comply with its religious beliefs
- Bachelor's degree preferred, but not required
- Strong written and verbal communication skills
- Experience working in a fast-paced office environment to create structure, organization and efficient systems
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures
- Coordinator who has the innate ability to organize in great detail while keeping focus on the mission at hand
- Must maintain absolute confidentiality and integrity
- Communicates with effectiveness and savvy across the organization and to ministry audiences
- Demonstrates ability to build rapport and develop strong relationships
- Ability to effectively apply analytical and problem-solving skills
- Track record of reliability, dependability and conscientious work habits



JOURNEY

EST. OF FAITH 1911

- Familiarity with Word, Excel, Outlook, Power Point, and other relevant programs
- Computer literate with the ability to pick up new programs and applications quickly
- A self-motivated worker able to make independent decisions for the good of the organization under the review of Executive Director
- Organized and efficient at working on a variety of tasks alongside of and in supervision of volunteers
- Ability to organize and prioritize effectively
- Flexibility and adaptability is a must (non-negotiable)
- Ability to work independently with little supervision

ABOUT JOURNEY OF FAITH

Our Journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, "four acres of faith." After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus earlier this year in the neighboring city of Torrance.

We are humbled and honored to have 107 years of history in the South Bay, serving over 3,000 people each Sunday. Journey is a church on a mission, following God's call for us, and where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith's mission statement: *To bring glory to God by loving God, loving people and making disciples.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum