

# Faithbridge Church



POSITION  
DESCRIPTION

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## Position Assignment:

- **Title:** Administrative Coordinator, Care and Prayer
- **Staff Grade:** Part Time (hourly) Role
- **Accountability:** Reports to Care Pastor
- **Ministry/Dept.:** Care and Prayer

## Summary of Position:

The Administrative Coordinator, Care and Prayer is responsible for project managing operational/administrative support details of seasonal bible studies, classes, and events, as well as providing general administrative support to the Care & Prayer team.

## Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Care and Prayer ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

## Care & Prayer Duties & Responsibilities:

1. Provide accurate, efficient, and timely project coordination and administrative support for all Care and Prayer programs and events.
2. Review, populate, and update project plans and be available for regular check-ins with Care and Prayer ministry members to track action items and deliverables.
3. Serve as a liaison for the Care and Prayer Ministry on operational details that involve other ministries, including but not limited to events team, communications team, production team, facilities team, and database administrator.
4. Attend initial vision/planning meetings for ministry seasons, programs, and/or events with the appropriate Care and Prayer Ministry member to capture details and action items as needed. Follow up regularly with Care and Prayer team and cross-ministry stakeholders to coordinate details and ensure action items are accurate and being completed.
5. Book rooms and other facilities for the Care and Prayer Ministry and work with database administrator to set up event registrations through appropriate tools and channels.
6. Work with Care and Prayer Ministry team and database administrator to set up groups within the database system and populate group rosters using database tools.
7. Execute operational and administrative tasks for Care and Prayer Ministry programs such as:

- Contacting vendors to source and order program supplies
  - Preparing and maintaining regularly used supplies for weekly programs.
  - Ordering curriculum and training materials (external or in-house produced through communications ministry)
  - Logging or updating facilities or technology/AV requests.
  - Scheduling volunteers
  - Regularly check accuracy and update Communications team on details of events/programs on internal and external calendars, portals, and documents
8. Be a point of contact for Care and Prayer connections volunteer team to delegate weekly connection requests through the database and to escalate unusual or special requests to appropriate Care and Prayer team member for processing. Assist in coordination with the database administrator with processing/logging next steps connections cards in the database after Care and Prayer Ministry events.
  9. Provide pre-approved, limited amount of in-person support for large Care and Prayer Ministry events that may occur outside of normal office hours, such as assisting the team with check-in or set up, as arranged and communicated beforehand. This arrangement does not pertain to all-Faithbridge staff-supported events such as Christmas and Easter where mandatory staff support is required.
  10. Provide general administrative support for the Care and Prayer Team such as ordering office and meeting supplies, submitting expenses and check requests, reconciling ministry credit card statement, assisting with Care and Prayer ministry budget coding and reconciliation, sending out team communications, sending out external mass communications through the database tools, setting up and preparing for internal team meetings.
  11. Attend Stafflink (Tuesday morning all-staff meeting 3x month) and attend a selection of pertinent Care and Prayer, Adult Ministries, and cross-ministry team meetings as determined with the Care Pastor.

#### **Skills and Educational Requirements:**

- ◆ Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- ◆ Experience in administrative and project planning tasks.
- ◆ Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- ◆ Proficiency in grammar, spelling and punctuation.

- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others and has a teamwork mindset.
- ◆ Independent initiative and problem-solving skills.
- ◆ Some college credits preferred with a minimum of three years office experience.

**Organization Relationship:**

This position shall be directly accountable to the Care Pastor. This position will have contact with church attendees, paid staff, volunteers, ministry partners, and outside vendors.

**Working Conditions:**

This is an hourly and part-time position with a regular weekly in-person Sunday-Thursday schedule determined with the Care Pastor, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee's Signature

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Date

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Print Name