

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** **Adult Discipleship Operations Coordinator**
- **Staff Grade:** Part Time (Hourly) Role
- **Accountability:** Reports to Grow Group & Discipleship Director
- **Ministry/Dept.:** Adult Ministry/Grow Ministries

Summary of Position:

The Adult Discipleship Operations Coordinator is responsible for project managing operational/administrative support details of seasonal bible studies, classes, gathering events, and on-going small group and microgroup discipleship programs as well as providing general administrative support to the Adult Discipleship (“Grow Ministries”) team. The Grow Ministries team consists of Grow Group & Discipleship Director and the Women’s and Men’s Ministry Coordinators.

Purpose:

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

Duties & Responsibilities:

1. Provide accurate, efficient, and timely project coordination and administrative support for all Grow Ministry programs and events.
2. Review, populate, and update project plans and be available for regular check-ins with Grow ministry members to track action items and deliverables.
3. Serve as a liaison for Grow Ministries 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 Grow Ministries member to capture details and action items as needed. Follow up regularly with Grow 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 Grow Ministry and work with database administrator to set up event registrations through appropriate tools and channels.
6. Work with Grow 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 Grow 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)
 - Tracking expenses, managing check requests, W-9 speaker/performer forms and other relevant administrative support paperwork
 - Logging or updating facilities or technology requests
 - Scheduling volunteers
 - Regularly check accuracy and update Communications team on details of events/programs on internal and external calendars, portals, and documents such as ministry guides, etc.
8. Be a point of contact for grow connections volunteer team to delegate weekly connection requests through the database and to escalate unusual or special requests to appropriate Grow team member for processing. Assist in coordination with the database administrator with processing/logging “next steps” connections cards in the database after Grow Ministry events.
 9. Be a point of contact for microgroup discipleship requests and work with Men’s and Women’s ministry to match up disciplers with those looking for a microgroup and order curriculum and training materials.
 10. Provide pre-approved, limited amount of in-person support for large Grow 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.
 11. Provide general administrative support for the Grow Team such as ordering office and meeting supplies, submitting expenses and check requests, reconciling ministry credit card statement, assisting with Grow 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.
 12. Attend StaffLink (Tuesday morning all-staff meeting 3x month) and attend a selection of pertinent Grow, Adult Ministries, and cross-ministry team meetings as determined with Grow Groups and Discipleship Director.

Skills, Abilities, 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 – team attitude.
- ◆ 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 Grow Group & Discipleship Director. This position will have contact with church attendees, paid staff, volunteers, ministry partners, and outside vendors.

Working Conditions:

Position is approximately 25 hours per week, with a regular weekly schedule determined with Grow Groups and Discipleship Director, 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. Continuing education including spiritual formation as directed by supervisor, including one conference per year.

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.

Employee’s Signature

Date

Print Name