**Job Description: Church Coordinator**

# Purpose:

The church coordinator will handle a variety of needful responsibilities within our church congregation. The coordinator is an essential element in the smooth functioning of a church.

# Responsibilities:

* Responsible to work with all staff and department heads to help them maximize their potential.
* Provide help in coordinating events, fundraisers and lending ideas to promote each department.
* Oversee and help coordinate ushers, greeters and connect time host.
* Will meet with pastor weekly to discuss any promotional ideas, issues, needs and keep pastor advised about departments.
* Will have quarterly meetings with staff and department heads to check progress of events, training, promotions and new ideas.
* Oversee purchase order program in the church. Will advise pastor of major amounts requested on purchase orders.
* Will work with church secretary on scheduling of events, budget items for departments, handle question and phone calls from department heads.
* Will assist pastor with hospital and in home visitation as pastor directs.
* Coordinate services and media.
* Assist the pastor on communicating vision and promotions to the church body.
* Work with the church secretary on bulletins, newsletters, directory, and general office procedures.
* Background checks for volunteers and staff.
* Create and implement forms and policies for church use with the pastor's assistance and approval.
* Help pastor as a witness and aide to disciplinary issues.

# Qualifications:

* Authentic relationship with Jesus Christ as Savior and Lord.
* Love and respect for people.
* Ability to organize, coordinate.
* Sense of humor and positive attitude.
* Strong team player with the rest of the staff and congregation. Committed to the church's vision, leadership, and people.
* Dependable, responsible, self-motivated and creative.

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#  Responsibility For All Paid Staff To The Church

1. All paid staff will do to their best to uphold pastor's vision for church.
2. All paid staff will be completely loyal to pastor.
3. All paid staff is allowed 2 weeks per year paid vacation. Any extra time must be cleared through pastor.
4. Paid staff must be faithful to all church services & functions.
5. Paid staff must be active in altar times for themselves and also for the people they have charge of.
6. All paid staff will generally be involved in all church functions.
7. Each paid staff member must always have the church at heart & always be an open advocate for the church, never smearing the name of the church or its leadership.
8. Faithful, in their church attendance & giving.

I. Faithful, to preach & teach the full Counsel of God’s Word.

1. Must be faithful, as Gods role model.
2. Must be faithful, to uphold holy standards.
3. Willing to give extra of themselves if need be to advance the kingdom of God.

**Remember:** These guideline & job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve on staff at our church.