

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Central Ministries Coordinator
Department:	Central Ministries
Campus:	Central
Date:	March 2021
Supervisor:	Executive Coordinator
FSLA Status:	Non-Exempt

Position Profile:

The Central Ministries Coordinator is responsible for coordination of administrative activities in support of the Central Ministries Pastor and Central Life Groups Pastor. Administrative responsibilities include working with Central Hubs and ministry leaders. Furthermore, the Central Coordinator may act as liaison for other department ministry Administrative Assistants to ensure continuity of information and compliance emanating from the Central Ministries Pastor, Central Life Groups Pastor or Executive Coordinator to the Senior Executive Pastor of Campuses.

Skill Set:

Demonstrates humility, and a personable and positive demeanor. Detail oriented and meticulous in record keeping. Diligent in following up with unresolved matters. Self-motivated, systematic, works well in a team and independently. Capacity to effectively and regularly communicate needs, priorities, value, and gratitude to staff, volunteers and the public at large. Passion to encourage and serve with joy. Ability to manage major projects and multi-task. Able to mentor, assist, direct and coordinate others.

Competencies:

- Accepting Responsibility
- Adaptability/Flexibility
- Critical Thinking
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Problem Solving and Analysis
- Project Management
- Serving Others
- Teamwork
- Using Computers and Technology
- Written and Verbal Communication

Experience Qualifications:

- Minimum of three (3) years' experience in an administrative role working in a complex office environment. Prior church ministry administrative experience highly desired

- Bachelor's degree preferred
- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, Power-point, Publisher, Outlook)

Duties and Responsibilities:

- **Meeting Support:** Creates meeting environments and any necessary materials/resources that demonstrate hospitality and professionalism for the All-Staff, Teaching Team, and others as directed by the Central Ministries Pastor, Central Ministries Life Groups Pastor, and Executive Coordinator to the Senior Executive Pastor of Campuses.
- **Accountability and Vitals:** Assists the Executive Coordinator to the Senior Executive Pastor of Campuses by assuring all departmental staff utilize and complete necessary accountability documents, communication tools and development software such as vitals dashboards, EDGE, Microsoft Teams and compiles summative reports as directed. Additionally, helps build processes and procedures with the Executive Coordinator so that campus and ministry vitals can be evaluated and reproduced utilizing the available IT support tools such as Ministry Platform and EDGE.
- **Memorandum:** Administrates monthly Woodside Bible Church membership status, including gathering names from campuses, elder board approval, memorandum, and database update.
- **Calendar:** Oversees and manages preaching calendar

Central Ministries Support:

- Readily assumes delegated authority for answering routine and non-routine questions either verbally and/or in writing
- Plans, organizes, oversees, reviews, and implements administrative services supporting the Central Ministries Pastor, Central Life Groups Pastor, activities, and functions
- Arranges meetings and conferences for Central Ministries Pastor, Central Life Groups Pastor, and other relevant staff; makes travel arrangements, preparing invoices, payments and reimbursement forms
- Performs and directs office administrative activities such as organization and maintaining confidential and administrative files and purchasing office supplies and related equipment for Central Ministries Pastor and Central Life Groups Pastor
- Assists the Central Ministries Pastor and Central Life Groups Pastor with assuring Hub leader completion of necessary accountability documents and development tools such as dashboards, peer-to-peer mentoring and staff groups, central Hub ministry staff meetings, etc.
- Maintains accurate records and files to work performed
- Performs other projects, support and assignments as directed
- Facilitates correspondence (memos, e-mails, letters, responses to requests and inquiries) between Central Ministries Pastor and Hub leaders to ensure the capture of feedback loop content, strengthen communication and improve ministry DNA.

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach)
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church

Additional notes:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

