



## **Downtown Congregation Coordinator Job Description**

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### **Relationships:**

The Downtown Congregation Coordinator serves as part of the Downtown team, reports directly to the Downtown Congregation Pastor, and works with other staff as needed.

### **Ministry Qualifications:**

#### **Staff Ministry Qualifications**

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences reflect a positive testimony in the body of Christ.
- Active in Biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with the ability to communicate effectively with staff, volunteers, the congregation, and the community.
- Members of the church or in process of membership, which includes
  - Commitment to and ability to articulate our mission, vision, and values.
  - Agreement with our church constitution and statement of faith (doctrine.)
- Ability to maintain a high standard of confidentiality both during and outside of work.
- Growing in Biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable, and responsive to reproof and guidance.

#### **Specific Ministry Qualifications**

- Possesses a strong technological aptitude.
- Skilled administratively and organizationally, with great attention to detail.
- A skilled collaborator with analytical and problem-solving skills.

## **Objectives:**

The Downtown Congregation Coordinator gives dedicated and detailed oversight to the Downtown Church primarily in the coordination of our Sunday Evening Service and assists the Downtown Pastor in executing the vision for the Downtown congregation of Grace Community Church.

## **Roles:**

- Sunday Evening Point-Person
- Administration

## **Responsibilities:**

### **Sunday Evening Point-Person (2:30 pm - 7:00 pm; 4.5 hrs.)**

- Conduct a setup walkthrough at 4:00 pm to ensure all setup is completed accurately
- Ensure that child check-in stations are working, supplied; answer any questions check-in volunteers have and update them if there are any last-minute announcements
- Take note of any changes that need to be made for next week's children's ministry
- Make sure that greeters are in place, are familiar with the child check-in process, and have bulletins and lanyards
- Make sure the info table is supplied with materials and connection cards are on seats
- Assist the meal point person and meal team should any questions or complications arise
- Take note of any meal or coffee supplies we need to order
- Check to ensure bathrooms are cleaned and ready for guests
- Help with closing as hours allow.

### **Administration (During the week; 10.5 hours)**

- Check through the previous Sunday's notes to make any necessary changes for the following week
- Schedule volunteers in PCO (greeters, projection, meal point person, etc.)
- Print hard copy/large print worship lyrics for our vision-impaired members
- Provide activity pages and leader sheets for children's ministry volunteers
- Take minutes at the weekly Downtown staff meeting
- Make sure communion supplies are adequate
- Monthly, take stock of the info table materials and work with the North Liberty office staff to restock
- Monthly, take stock of the kid's table box for the sanctuary and restock
- Coordinate with Social Media Staff person from the Communications Department to post all Downtown meals on social media and in the Free Food at Iowa group on Facebook.
- Coordinate and schedule meals for after the service.
- Work with meal supply person and kids supply person in order to make sure all supplies are back stocked for meals, coffee, and kids
- Report any building needs to the Facilities
- Report any technology concerns to Technology Director
- Order any supplies online that are needed
- Volunteer Training
- Coordinate with the Old Brick Director to make sure Downtown Congregation Pastor is aware of any concerns that come up that impact him
- Sit in on Building Committee Meetings

**Pay and Benefits:**

Part-Time position, up to fifteen hours per week, with negotiable benefits. Hourly wages range between \$12.50 and \$17.00, based on experience and tenure.