



christ lincoln

Family Ministry Coordinator

Department: **Family Ministry**

Wage Type: **Full Time**

FLSA Exemption: **Non - Exempt**

Revision Date: **May 2, 2022**

Responsibilities

The Family Ministries Coordinator (FMC) is responsible for coordination and communication of all Family Ministries programs and events.. The FMC is a highly organized and efficient administrator serving several parts of a complex area of ministry. To be successful, the FMC must be able to multitask and prioritize tasks independently using the mission statement of Christ Lincoln as a driving force in ministry planning. *The FMC must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The FMC must lead by example; maintain high core values and CL Mission.*

Supervisor: Executive Director of Family Ministries

- I. Accounts Payable and monthly reconciliation of budget.
- II. Special projects as needed.
- III. Research best practices and administrative tools to ensure all Family Ministries programs run efficiently.
- IV. Devise and maintain a digital and paper office filing system.
- V. Supply ordering and inventory for Sumner and Yankee Hill Campuses.

Recipients: Director of Children's Ministry, Director of Middle School Ministry and Director of High School Ministry, Director of Adult Discipleship

- I. Prepare name tags, Wednesday Night worksheets and bins, and Sunday School worksheets and bins weekly.
- II. Accounts Payable and reimbursements for staff and volunteers for all expenses related to Family Ministries.
- III. Plan, prepare and provide support for Confirmation Sunday, NE District Youth Gathering, Fundraisers, Missions Trips, Vacation Bible School, Fellowship Events, Early Communion, Fall Kick Off/Orientations and Service Nights/Impact Sundays.
- IV. Communicate with volunteers and parents for successful event planning and implementation.

Team: Coordinators, and Family Ministry Administrative Assistant

- I. Partner with Office Coordinator to provide tasks for office volunteers to complete to support FM programs.
- II. Partner with Children's and Youth Ministry Coordinators and Administrative Assistant to coordinate events, service nights and attendance data.

Direct Reports: Volunteers and Nursery Staff

- I. Assign projects as needed.
- II. Provide supplies to support the various roles of volunteers as needed most often, weekly.
- III. Communicate implementation plans and changes timely and effectively.
- IV. Supervision and staffing of the church nursery/childcare

Competencies

The FMC shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Troubleshooting skills to process breakdowns to create and implement solutions.
- III. Excellent verbal and written communication skills.
- IV. Strong organizational skills with attention to detail.
- V. Ability to multitask and prioritize daily workload.
- VI. The relationship skills to effectively present information & respond to questions from groups of managers, customers, & the public.

- VII. AV experience desired but not required.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Process/systems analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Ability to take the initiative and be a self-starter.
- XI. Flexibility in work schedule to accommodate evening and Sunday responsibilities.

Abilities

The FMC should exemplify these skills: organization and time management. Professionalism, positive attitude, accountability, respect and excellence are all skills and values expected in this role. Strong understanding of budgeting through monitoring of expenses and implementation of cost-saving measures is also an expectation of this position. Willingness to manage multiple tasks at once and adhere to guidelines, budgets and deadlines is required. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the Director of Staff Engagement.

Qualifications

Three years of experience as an Administrative Assistant or Office Manager required. Proficiency in Microsoft applications and Google Suite required. Must be reliable in adhering to a schedule that supports Family Ministries to include Wednesday evenings and Sunday mornings with additional flexibility as events require. Must complete "Basics" classes and Christ Lincoln membership is required.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.