



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

<b>Job Title</b>	211 Sumner Worship Coordinator
<b>Department</b>	Connections
<b>Reports To</b>	Director of Connections
<b>Position Level</b>	4
<b>Position Status</b>	Part Time - Non-exempt (20 - 30 hours per week to include Sundays)

### Job Purpose

The 211 Sumner Worship Coordinator provides administrative support to the 211 Sumner Worship Community Pastor. The 211 Sumner Worship Coordinator is a member of the Connections team who welcomes visitors to the church office, responds to inquiries by phone or email and directs questions to others as necessary. Additionally, the 211 Sumner Worship Coordinator will ensure weekly worship services and special events have the passionate volunteers and proper supplies. Furthermore, the 211 Sumner Worship Coordinator will be responsible for purchasing and accounts payable for assigned departments.

### Duties and Responsibilities

- I. Support the 211 Sumner Worship Community Pastor & Worship Community
  - A. Oversee the calendar of the 211 Sumner Worship Community Pastor and provide administrative support, including travel arrangements and assigned tasks.
  - B. Routinely clean and maintain the 211 Sumner Worship Space and storage areas.
  - C. Partner in preparing monthly anniversary and birthday lists from within the congregation.
  - D. Collaborate with Connections Coordinator to serve as a Fellowship One expert by ensuring accurate data, archiving old groups, updating member information and general database maintenance.
  - E. Serve as a primary contact for 211 Sumner Worship Community volunteers to include recruiting, training, scheduling and weekly communication with scheduled volunteers.
- II. Clerical support in the Church Office
  - A. Responsible for answering phones, greeting visitors, assisting walk-ins, organizing and delivering incoming mail and packages.
  - B. Take initiative on miscellaneous clerical tasks and the opportunity to improve the overall appearance of office space.
  - C. Proficiently handle office equipment; ie. photocopier, folding machine, and postage meter.
  - D. Keep a record of attendance, sermon history, and membership data up-to-date in Fellowship One and other internal systems for 211 Sumner Worship.
  - E. Joint responsibility for the effective management of the Baptism Process, encompassing all stages from request to the event day.
  - F. Partner in the preparation of funeral bulletins and ensure accurate records for the All Saints Day presentation.

- III. Weekly Worship and Special Event Support
  - A. Maintain and edit the Master Calendar to ensure accurate representation of 211 Sumner Worship events and adherence to established communication and facility protocols, while also resolving conflicts with Master Calendar Administrators.
  - B. Oversee and purchase worship and communion supplies inventory and assists with items such as Easter Lilies, Poinsettias, Palm Fronds, Ashes, Candlelight candles, etc.
  - C. Coordinate and provide onsite support for special events and special services.
  - D. Ensure weekly worship needs are met on an assigned schedule with the Connections Team allowing for immediate response to emergencies and other concerns.
- IV. Purchasing and Accounts Payable
  - A. Promptly enter assigned departments receipts and invoices into the accounting system.
  - B. Handle purchasing for assigned departments according to established procedures.

## Qualifications

- I. Knowledge
  - A. Microsoft Office programs and Google Suite
  - B. Customer service principles to handle inquiries and provide assistance to staff, members and visitors
  - C. The importance of handling sensitive information and maintaining strict confidentiality
- II. Essential Traits
  - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
  - B. Reliable and consistent attendance
  - C. Positive attitude
  - D. Action oriented
  - E. Initiative to build relationships and rapport with current and potential volunteers
  - F. Commitment to excellence and upholding ethical standards
- III. Skills
  - A. Effective time management and multitasking skills
  - B. Exceptional proficiency in finding solutions to challenges
  - C. Proficiency in prioritizing and organizing tasks
  - D. Strong analytical abilities
- IV. Education
  - A. Bachelor's Degree or a minimum of 3 years experience as an Administrative Assistant, Office Manager or in project management required

## Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for filing, handling paperwork, and assembling documents. There may be occasional lifting and carrying of office supplies, small packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors.

## Direct Reports

This position is not a supervisor for any staff member; however will work with several volunteer leaders in a supervisory capacity.