



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>	Family Ministries Coordinator
<b>Department</b>	Family Ministries
<b>Reports To</b>	Executive Director of Family Ministries
<b>Position Level</b>	4
<b>Position Status</b>	Part Time; non exempt

### Job Purpose

The Family Ministries Coordinator supports the Family Ministries team by serving as project manager across all Family Ministries departments. The Family Ministries Coordinator facilitates communication and volunteer engagement. Additionally, the Family Ministries Coordinator ensures administrative compliance and operational efficiency. Furthermore, the Family Ministries Coordinator will be responsible for accounts payable and supply ordering.

### Duties and Responsibilities

- I. Project Manager Across All Family Ministries departments
  - A. Manage weekly ministry prep including name tags, worksheets, supply bins, and room readiness for Sunday and Wednesday programs.
  - B. Collaborate with Family Ministry Directors to ensure programming is executed with excellence.
  - C. Oversee nursery coordination, including process development and review, staffing, and scheduling during designated worship services and events.
- II. Facilitate Communication and Volunteer Engagement
  - A. Support programming logistics, schedules, and expectations.
  - B. Assist with attendance tracking, student lists, registration records, and database updates.
- III. Ensure Administrative Compliance and Operational Efficiency
  - A. Maintain both digital and paper filing systems according to church and HR policies.
  - B. Collaborate with team members to track projects tasks and meet deadlines across departments.
- IV. Accounts Payable and Supply Ordering
  - A. Manage supply ordering and inventory for Family Ministries at both Sumner and Yankee Hill campuses.
  - B. Promptly enter invoices and receipts into the accounting system for Family Ministry areas.
  - C. Adhere to procedures for purchasing and expense reconciliation.

### Qualifications

- I. Knowledge
  - A. Microsoft Office programs and Google Suite
  - B. Customer service principles to handle inquiries and provide assistance to families

- 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
  - G. Ability to work independently or as a team
- 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 a supervisor to the Nursery Caregiver position and will work with some volunteer leaders in a supervisory capacity.

## What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.