

Faithbridge Church

Position Description

Position Assignment:

- **Title:** Adult Discipleship Operations Coordinator
- **Recruited By:** Discipleship Director
- **Staff Grade:** Full time, Non-Exempt (hourly)
- **Accountability:** Reports to Discipleship Director
- **Ministry/Dept.:** Adult Discipleship

Summary of Position:

Assist Adult Discipleship team to execute mission and goals. Discipleship team consists of Grow Group Director and Discipleship Director and Coordinators

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Discipleship ministry. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

1. Show initiative and problem solving with tasks and obstacles that are coming at the Discipleship team.
2. Help coordinate departmental events and on-campus studies: creating registrations, ordering food, reserving the room, preparing needed materials, providing day of support, etc.
3. Communicate with discipleship and grow group coordinators, leaders, and members as needed to maintain accurate information for all small groups and micro groups.
4. Maintain and/or create all printed leadership and staff materials and coordinate trainings as needed, maintaining Faithbridge branding and ministry excellence.
5. Work with Grow Group team to plan and implement events like Meet & Greet, Leader's Night Out, Trainings, Conferences, etc.
6. Assist writing/printing/copying/sending documents as needed, maintaining all Faithbridge branding following all timelines set forth by lead staff & other ministries.
7. Maintain up to date leader lists in F1 and all Microsoft 365 Sharepoint documents
8. Collect new and existing Grow Group and Micro-Group descriptions and contact information and update as needed in all places that small groups are promoted: team spreadsheets, Fellowship One, website, Connection Center, print materials, etc..
9. Maintain Discipleship and organize team ministry calendar. This would include ServiceU and schedule necessary resources following all procedures effectively.
10. Maintain Grow Group, Young Adult and Discipleship group files.
11. Order any developmental materials and office supplies as needed.
12. Organize, inventory, and collect money for all developmental curriculum or materials

13. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.
14. Work with other ministry departments and volunteer base to accomplish other tasks, and offsite events etc.

Skills and Educational Requirements:

- ◆ Ability to communicate effectively both verbally and in writing.
- ◆ Experience in secretarial and administrative tasks.
- ◆ Computer literate.
- ◆ Accurate typing speed of 60 words per minute.
- ◆ Proficiency in grammar, spelling and punctuation.
- ◆ Ability to operate office machinery including a sophisticated phone system, fax machine, copiers, and postage machine.
- ◆ Some college credits preferred with a minimum of three years office experience.
- ◆ Outstanding organizational skills with an ability to prioritize effectively.
- ◆ Careful attention to detail with high personal and professional standards.
- ◆ Able to pray with people as needed.
- ◆ Works well with others – team attitude.
- ◆ Independent initiative and problem-solving skills.

Organization Relationship:

This position shall be directly accountable to the Discipleship Director. This position will have contact with church attendees, paid staff, unpaid servants and outside vendors.

Working Conditions:

Position is approximately 40 hours per week. Monday through Friday with seasonal Sunday work required. Some nights on an as needed basis. Attendance at launch events and large campus events will be required. Off-campus continuing education as directed by supervisor including one conference per year.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

Prepared by: _____

Approved by: _____ **Date:** _____

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow by job

description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name