



MISSIONAL LIVING MINISTRY COORDINATOR

JOB TITLE: Missional Living Ministry Coordinator

REPORTS TO: Missional Living Pastor

MINISTRY PURPOSE:

Love God, Love Others by upholding the ministry values of Stonebriar Community Church (SCC), cultivating intimacy with God, and leading others toward Christian maturity.

JOB PURPOSE:

To serve in an administrative role, supporting, managing, and coordinating responsibilities for the Missional Living Ministry, which includes Community Care and Global Care.

Mission Statement:

To effectively assist the Missional Living Pastoral Leadership in coordinating aspects of the Missional Living Ministry of SCC by providing support, organization, and coordination for the purpose of making disciples of Jesus in our church, with our neighbors in our city, and around the world.

MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Provide and coordinate administrative and organizational support for the Missional Living Pastoral Leadership with various ministry programs, service opportunities, and events.
- Coordinate with Missional Living Pastoral Leadership to create and maintain calendars, files, documents, and information pertaining to each of the programs and participants, using various software and Ministry Platform database, assisting with all computer and database functions as requested.
- Be available to assist and support special projects under the direction of the Missional Living Pastoral Leadership to broaden the reach of SCC into our community and world.
 - Provide support for Missional Living Pastor through Global Care as SCC supports Missionaries through prayer and care/Adopt a Missionary, coordinates Short-Term Mission Trips, and more.
 - Provide support for Pastoral Leader of Community Care as SCC offers service and care opportunities and events throughout the year to South Dallas, Little Elm, Frisco, surrounding communities, and beyond.
- Coordinate and provide leadership and hospitality for volunteers serving in the Missional Living Ministry, as well as support Missional Living in recruiting volunteers to serve in our ministry.
- Provide support for promotion of Missional Living to the SCC congregation, the local community, and beyond through social media, publications, and other promotional outlets.
- Provide support for Missional Living Pastoral Leadership by maintaining annual budget records throughout the year; provide necessary feedback and support for balancing of the Missional Living Ministry budget.
- Be available by cell phone outside regular office hours (stipend will be provided).

- Answer basic questions about the church's faith, providing religious resources or praying with someone if requested.
- Coordinate and communicate with Missional Living Pastor regarding responsibilities to be managed on site or remotely.

MINISTRY QUALIFICATIONS:

Character

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.
- Commitment to act in accordance with God's Word in regard to personal holiness and dedication to the Lord.

Competency

The ideal candidate for this position:

- Is a hard worker.
- Relates well to the public.
- Shows hospitality to others.
- Possesses proficient writing, computing, and speaking skills.
- Demonstrates initiative and anticipates needs.
- Is committed to following through on assignments.
- Consistently keeps the team on task.
- Effectively communicates details for ministry.
- Creates an environment of open communication with team members.
- Has a teachable and open attitude.

Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: We want more for each other than from each other.
- Be in full agreement with and committed to the Statement of Faith of SCC.

JOB STATUS:

Full Time: 37.5 hours per week

Exempt