



Ministry Profile

MINISTRY TITLE: MINISTRY COORDINATOR FOR EQUIPPING MINISTRIES

REPORTS TO: ASSOCIATE PASTOR(S) OF EQUIPPING MINISTRIES

MINISTRY PURPOSE:

To effectively support the Associate Pastor(s) of Equipping Ministries in coordinating our Sunday Fellowships and Community Groups at Stonebriar Community Church (SCC) so that we continue to uphold our mission to *love God and love others*.

MINISTRY RESPONSIBILITIES

INCLUDING BUT NOT LIMITED TO:

1. Provide administrative and ministry support for Sunday Fellowships, Community Groups, leader trainings, and special events.
2. Create and maintain files, documents, and information pertaining to each of the ministries and participants using Ministry Platform, ESpace, and standard industry software (such as Word, Excel).
3. Manage special projects, check requests, announcements, expense reports, and website updates.
4. In order to help people connect, coordinate enrollment process for various ministries including support, direction, and training for ministry partners.
5. Alongside the ministry team, manage the assimilation process of members desiring to connect with groups.
6. Keep contacts updated and utilize social media as needed.
7. Be available to minister to ministry partners by meeting with, coordinating, and praying with them as needed.
8. Be available for cross-support within Connecting and Equipping Ministries as needed.
9. Be available by cell phone outside regular office hours (stipend will be provided).
10. Be available for weekend duties as needed.

TEAM MEMBER CONTRIBUTION:

Actively contributes to the improvement of the ministry of SCC and provides prayerful support.

- Teamwork: Functions well with coworkers, treating them with honor and grace
- Spiritual Encouragement: Encourages spiritual focus and commitment by modeling the Core Values and ministry priorities of SCC.
- Improvement of Ministry Operations: Contributes toward the improvement of the ministry as a whole.

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Servant's heart
- Committed to act in accordance with God's Word regarding personal holiness and dedication to the Lord
- A teachable and open attitude

- Commitment to the Statement of Faith and Core Values of SCC
- Proficient communication skills; demonstrates strong social and emotional intelligence
- Project management skills and competency
- Demonstrates initiative and anticipates needs
- Strong ability to follow through on assignments with attention to detail
- Membership in the church as soon as practicable after joining the staff

JOB STATUS:

- Full-Time
- Full Benefits
- Phone Stipend
- Non-Exempt