



## MINISTRY COVENANT

---

Mission: **ALL** Making Disciples of **ALL**

Strategy: Worship, Learn, **Serve**, Play

Core Values: Word, Discipleship, Honesty, Kindness, **Service**, Community

---

Our mission of **ALL Making Disciples of ALL** is accomplished as we worship, learn, serve, and play together. Your contribution of service is vital to the fulfillment of the mission of the church. As the **Administrative Team Coordinator**, you provide high-level support to the Sr. Pastoral Team. You also oversee and manage the Administrative Team in executing routine tasks and projects.

**MINISTRY TEAM:** Administrative Team

**ROLE:** Administrative Team Coordinator

**GOAL:** To provide administrative leadership and support that facilitates the operations of the church with integrity and excellence

**PASTORAL TEAM LEADER:** Lela Cooper

### POSITION REQUIREMENTS:

- Must have completed new members classes (Discovering Jacob's Well)
- Must have completed level 3 discipleship classes (A Maturing Life)
- Must be an example of mature Christianity as outlined in Discipleship lessons (Levels 1-3)
- Must give consistently to Tithes, Offering, and Missions (TOM)
- Must be faithful in attendance to church services and a small group
- Must be dependable
- Organizational and interpersonal skills
- Ability to exercise independent judgement
- Typing and data entry skills
- Proficient in Microsoft Word, Excel, and PowerPoint
- Good grammatical and communications skills
- Ability to effectively work with a wide spectrum of people
- Detail oriented

### JOB DESCRIPTIONS & RESPONSIBILITIES:

- Exemplify character, integrity, and leadership in a manner consistent with the Word
- Orient, train, and oversee the Administrative Team
- Handle sensitive information with absolute confidentiality and discretion
- Take minutes of Advisory Board and business meetings
- Coordinate and schedule team members
- Schedule classes, meetings, and teams

- Prepare material for groups, classes, meetings, and events
- Maintain master calendar
- Answer telephone and direct calls to the appropriate person
- Transmit email and text communications
- Assess and maintain administrative supply inventory
- Work in coordination and unity with other teams when applicable
- Other duties as assigned

**TIME REQUIREMENT:**

- Approximately 20 hours per month
- Staff training: Three hours per quarter or more frequently to onboard new team members

In the spirit of our core values, I understand my role of responsibility and commit to fulfill this ministry covenant in service to God and to the body of Christ.

Covenant Member Signature	Print Name	Date
---------------------------	------------	------

Pastoral Team Member Signature	Print Name	Date
--------------------------------	------------	------