



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 on the Administrative Team is vital to the fulfillment of the mission of the church. As an **Administrative Team Coordinator**, you will provide clerical support to the Sr. Pastoral team and the Body to enable operations to run smoothly.

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

SR. 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 communication 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
- 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 40 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 fulfilling this ministry covenant in service to God and to the body of Christ.

Covenant Member Signature

Print Name

Date

Sr. Pastoral Team Member Signature

Print Name

Date