

Job Description

Position Title **Ministry Team Coordinator for the Outreach Team**
Grace Chapel, Lexington – Full-time

Purpose of Position We are currently seeking a full-time Ministry Team Coordinator to support, communicate, and facilitate the day-to-day details of Global, Regional, Social Justice and Multicultural ministries from our Lexington campus. The individual in this high-functioning position will partner with our pastors, ministry assistants and volunteer teams.

Candidate Attributes Maintaining spiritual health through private disciplines is an integral part of ministry and essential to any position at Grace Chapel. To be effective in this role, a successful candidate will be a growing Christ-follower who possesses many of these core gifts or passions:

1. Organization: Qualified applicant will have the spiritual gift of administration. Must have strong attention to detail and the ability to devise and execute plans, and create organizational systems.
2. Proactive: Must be a self-starter, able to take initiative to help move the team forward towards achieving its goals rather than needing to be closely managed.
3. Flexible: Must be willing and able to adapt to last-minute developments that are typical of church ministry.
4. Communication: Strong communication and interpersonal skills in a variety of mediums (face-to-face, telephone, email, letters, social media).
5. Computer/Social Media Skills: Strong computer skills with specific proficiency in MS Office applications, a variety of social media platforms and able to learn new web-based applications.
6. Ability to deal with Complexity and Ambiguity: Applicant must be able to prioritize multiple assignments, multi-task and accept cross-cultural ambiguity in a fast-paced work environment.
7. Passionate: A strong desire to be part of a local church ministry team with a heart for missions, outreach and cultivating relationships with Grace Chapel's regional, global and urban ministry partners. Applicant should have a concern for Biblical justice and multicultural issues.

Key Working Relationships

1. Reports directly to the Pastor of Global and Regional Outreach.
2. Supports the Pastor of Social Justice and Multicultural Ministry.
3. Works well with other members of the Grace Chapel staff.
4. Interacts well with visitors, volunteer leaders and partners.

The anticipated job split will be 80% with the Pastor of Global and Regional Outreach and 20% with the Pastor of Social Justice and Multicultural Ministries.

Ministry Responsibilities

Responsibilities include, but are not limited to:

1. Facilitating: Handling all details for programs, ministry events, and training events, including:
 - Organizing schedules and keeping teams organized and on track
 - Creating systems to organize and manage key ministry events
 - Planning and executing event details
 2. Communication: Maintaining a system for effectively communicating information to global ministry partners, staff team, volunteer leaders and their teams, and congregants.
 - Phone calls, mailings, and emails
 - Announcements and promotions
 - Website content and electronic mission display boards
 - Social Media (Facebook, web, Instagram and twitter)
 3. Administration: Overseeing and completing routine office tasks
 - Calendars, ministry events, data entry into databases
 - Budgets, check requests, reimbursements, etc.
 - Travel arrangements for cross-cultural learning experiences (CCLEs), ministry partners and pastors.
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**Submission
Process**

If after prayerful consideration you would like to be considered for this full-time position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following items in electronic format only to resumes@grace.org (no phone calls please):

- A current resume
- A cover letter briefly describing your faith background and the reason for your interest in this position

You will receive an email confirming our receipt of your submission.
