

Job Title:	Ministry Coordinator	Reports To:	Campus Pastor
Location:	Ross Campus	Full or Part Time:	Part Time
		Avg Hours/week:	24 hours/week
<b>Job Summary:</b> This servant role will provide administrative and operational support to the Campus Pastor and Ministry team.			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Provide event management, planning and coordinating support as required for WOCC programs and events in partnership with ministry staff.</li> <li>• Identify, train, and provide direction to Campus volunteers.</li> <li>• Order and manage supplies/services needed by Ministry leaders.</li> <li>• Assist with record keeping and reporting.</li> <li>• Maintain a global campus view to ensure successful and coordinated events/program implementations and initiatives.</li> <li>• Manage ministry calendars, looking for roadblocks, anticipating needs and finding solutions.</li> <li>• Special emphasis on Guest Services support (including but not limited to Hub/greeters/ushers/communion preparers)</li> <li>• Cross trained with Administrative Services to provide back up as needed.</li> <li>• Maintain and manage ministry budgets.</li> </ul>			
<b>TEAM LEADERSHIP</b> <ul style="list-style-type: none"> <li>• Develop, mentor and cross train other team members to support responsibilities and collaboration.</li> <li>• Performs other tasks and responsibilities as requested or as ministry requires.</li> </ul>			
<b>GENERAL LEADERSHIP SKILLS</b> <ul style="list-style-type: none"> <li>• Team Servant. Collaborative with all WOCC Staff and Partners. Physical and spiritual support of all staff ministries. Excellent, proactive communicator. Strengths in Team Development, Organization, Multi-Tasking, Creative problem solving and Prioritization. Ongoing participation in avenues that will provide growth opportunities. Continuously seek experience and knowledge through training, reading, volunteering, and pursuing personal and professional mentor relationships</li> </ul>			
<b>See SPIRITUAL REQUIRMENTS (attached)</b>			
Last Updated By:	Nathan Hinkle	6.8.21	

# SPIRITUAL REQUIREMENTS

for WHITE OAK CHRISTIAN CHURCH EMPLOYMENT

**Summary:** All employees and staff of White Oak Christian Church should be aligned to the following beliefs and actions.

- Agree with White Oak's basic beliefs (<https://www.thewocc.com/about-us/who-we-are/>)
- Professes Jesus Christ as Lord and Savior
- Committed to ongoing personal spiritual growth and healthy lifestyle through scheduled, regular prayer and Bible reading and a work schedule that reflects time off for self, family and service
- Understands your role is a ministry, not just a job
- Models standards and expectations of staff members within White Oak Christian Church including membership and worship attendance, group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness
- Practices healthy relational boundaries and fiscal integrity