



POSITION DESCRIPTION
MARRIAGE & MEN’S MINISTRY
ADMINISTRATIVE COORDINATOR

<p>Approved: March 12, 2024 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A</p>	<p>WSFC Employment Category: Regular, Part-Time – 20 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator</p>
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SUMMARY

The Marriage & Men’s Ministry Administrative Coordinator role serves West Shore Free Church (WSFC) and specifically supports the Marriage & Men’s Ministry Pastor in the areas of marriage ministry, men’s ministry and Leadership Development Track (LDT) as outlined below.

QUALIFICATIONS

Ministry Specific

- Passion for working with people
- Organized, detail-oriented and able to manage multiple, concurrent projects maintaining detailed records for future reference
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests godly character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files and documents)
- Associate or bachelor’s degree preferred. Applicants with appropriate life and work experience will also be considered

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC’s Statement of Faith, Constitution & Bylaws and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Event planning and execution
- Coordinating volunteers for events
- Maintaining database of events and participants



WEST SHORE
FREE CHURCH

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- Facilitating event and retreat registrations
- Communications with leaders and participants
- Processing expense reports
- Maintaining online event calendars
- Coordination with facilities
- Coordination with communications

REPORTING RELATIONSHIPS

The Marriage & Men's Ministry Coordinator serves under the general authority of the WSFC Elder Board and reports to the Marriage & Men's Ministry Pastor. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Moderate physical activity. This includes occasional movement of equipment over short distances about 10% of the time. Primarily works in an office environment and may also help with event set-ups or resets as needed. Workdays and work hours will occasionally vary to meet ministry needs (and may include evening or weekend events 10% or less of time). Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours.