



Approved: October 15, 2025 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 30 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Resource Coordinator serves West Shore Free Church (WSFC) in several capacities, including resource scheduling, wedding coordination and bereavement coordination. General duties include room, vehicle and other resource management, wedding support and bereavement coordination.

QUALIFICATIONS

Ministry Specific

- Passion for working with people
- Organized, detail-oriented and able to manage multiple, concurrent projects
- 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 good 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; 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

Resource Coordination

- Approve/disapprove room and vehicle scheduling based on availability
- Record resource scheduling in facility software
- Attend weekly Facilities Team meetings



- Work in conjunction with the Custodial Supervisor, SVL Technical Manager, Food Services Coordinator and Churchwide Childcare Coordinator to verify events run smoothly and effectively
- Work in conjunction with the Campus Operations Director to verify that resource usage conforms to the Usage Philosophy
- Assist with signage for events
- Provide invoices to those using the facilities, as needed
- Submit invoices and payments to the Finance Team
- Create and maintain an approved church vehicle driver list
- Manage receipt and return of church vehicle keys

Wedding Coordination

- Know and understand the WSFC marriage requirements
- Assist couples with walking through WSFC marriage requirements, including pre-marital counseling, applications and overall venue use
- Work in conjunction with the Marriage and Men's Ministry Pastor, and other Ministerial Staff and pastors, for weddings taking place on-site at WSFC
- Meet with the bride/groom before the ceremony to go over venue use
- As needed, be on-site for the day of the ceremony
- Provide invoices to those using the facilities, as needed
- Submit invoices and payments to the Finance Team

Bereavement Coordination

- Work in conjunction with the Caring Ministry Pastor, and other Ministerial Staff and pastors, for funeral services taking place on-site at WSFC
- Meet with the deceased's family before the funeral service to go over venue use
- Work with funeral homes when they are being utilized by the family
- As needed, be on-site for the day of the service
- Provide invoices to those using the facilities, as needed
- Submit invoices and payments to the Finance Team

REPORTING RELATIONSHIPS

The Resource Coordinator serves under the general authority of the WSFC Elder Board and reports to the Campus Operations Director. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Limited 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.