

## **JOB DESCRIPTION**

### **LIVE IT COORDINATOR**

**CAMPUS:** TOWN CENTER (TC CAMPUS)



**Ministry Area:** Adult

**Ministry Position:** Live It Coordinator

**Time commitment:** 20 hours per week, part time salary, non-exempt status

**Report to:** David Black, Campus Pastor

#### **Position Overview**

This position will develop and manage strategies for Biblical Community and discipling relationships for the Town Center Campus.

#### **Essential Job Functions**

- Develop, track, and manage core communities as biblical communities.
- Promote biblical communities to the larger church body.
- Oversee weekly communications of biblical communities to leaders and volunteers.
- Develop training materials for biblical community leaders and coaches,
- Aid in the training and on boarding of new Biblical community leaders.
- Is the primary staff contact to enthusiastically connect new people to groups and discipling relationships.
- Cooperate with other ministry leaders to help their teams meet Live It goals.
- Meet one-on-one with members and attendees to establish avenues for spiritual growth.
- Oversee the campus Discovery Experience Weekends.
- Work alongside and assist the Care Team leaders to better care for the attendee of TC Campus.
- Establish and oversee SHAPE classes and assessments for the TC Campus.

#### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

#### **General Requirements**

- Faithful and committed attendee of Grace Church, Town Center Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.

- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

#### **Measured By**

- 30-60-90 day Review by the Campus Pastor.
- Annual Review by the Campus Pastor.
- Input from leaders, staff, and volunteers.