

## **JOB DESCRIPTION**

**POSITION:** Administrative Team Leader and Ministry Volunteer Coordinator

**REPORTS TO:** Church Business Administrator

**STATUS:** Full-Time **EXEMPT**

**RESPONSIBILITIES:** As the Administrative Team Leader, this position supports the clergy team with administrative and coordinating responsibilities, including supervising the Administrative staff, which includes the Receptionist(s), Coffee Shop Manager, Communications Specialist, Membership Secretary and Children/Youth Assistant. As Ministry Volunteer Coordinator this position shall be responsible for supporting various ministries that connect members into the life of ministry at Hyde Park.

***The Administrative Team Leader responsibilities include and are not limited to:***

1. In Supervisory role:
  - a. Recruit, train, equip, and evaluate administrative staff to enable them to provide the support needed by the various ministry areas.
  - b. Ensure appropriate work environment, training, and a timely flow of information to the staff to enable them to effectively accomplish their responsibilities.
  - c. Organize and schedule the Administrative staff as necessary including coverage for busy times, vacations, illness or lunch for the Receptionist.
  - d. Coordinate the work of the Super Stuffers
  - e. When administrative work is light, support the Worship Office team.
  - f. Cultivate a proactive team spirit, looking for ways to improve practices.
  
2. In partnership with the Associate Pastor of Congregation Care:
  - a. Coordinate volunteers who lead the 'Prime timers Ministry' with special events and trips. This includes; coordinating outings, reserving transportation, and preparing publicity and signup sheets. Participate in luncheons and trips.
  - b. Type weekly worship prayer requests report and weekly prayer list for staff meeting. Type, prepare for signature, and mail weekly prayer letters to church members, advising them the staff will pray for them at the weekly staff meeting. Assists in updating data into CCB for new births and visitation.
  - c. Schedules grief or support groups led by Congregational Care.
  - d. Coordinate Funerals and Memorial Services with the support staff which is needed. Coordinating bulletins, flowers, and staff needs for each service, in addition to coordinating with the funeral home and burial needs
  
3. Clergy Support:
  - a. Provide administrative support to the pastors, including correspondence, scheduling appointments, filing, and special projects.
  - b. Coordinate clergy preaching and worship assignments; 'On Call' schedule; and other related activities for the clergy team. Coordinate Pastor's letters and

mailings throughout the year and perform other duties as assigned by the Clergy team.

- c. Work with families in scheduling baptisms and weddings. Provide printed material about preparing for the occasion. Answer questions in a timely and professional manner. Prepare certificates and license.

***The Ministry Volunteer Coordinator's focus shall include but not limited to the following:***

4. In partnership with the Associate Pastor of Discipleship
  - a. Coordinate 'Discover Hyde Park' monthly gathering on Sunday mornings and equip volunteers to lead and serve in the ministry.
    - i. The position coordinates and equips people to manage the invitations and registration, as well as equipping facilitators and host greeters. This 30-minute gathering aids members in a first step connection to the ministries at Hyde Park.
  - b. Identify, connect, develop and train leaders and team members in our current connecting teams; *Discover Hyde Park, Guest Connectors, Data Entry and New Member Connectors*.
    - i. Organize, coordinate, and support persons who are called to lead these groups.
    - ii. Recruit, support and train new volunteers for each of these areas.
  - c. Coordinate and administrate as new programs are implemented which will aid new people beginning their faith journey and/or helping them grow from visitor to active, involved, and growing disciples.
  - d. Coordinate and adjust the ongoing processes for follow up for new members connecting into ministry.

**REQUIREMENTS:**

***Education / Training***

1. A Bachelor's degree is preferred. A degree in Christian Education or related experience in ministry is an asset.
2. Two or more years of experience in direct supervision.
3. Skills and experience in working with adults, both individually and on teams, with a focus on equipping others to lead.

***Skills***

1. Ability to encourage, motivate and inspire others to lead and guide people in their faith.
2. Ability to coordinate and connect people into groups and serving opportunities
3. Flexibility to change direction as needed.
4. Ability and openness to meet new people frequently; recruit new leaders; and equip people for ministry.
5. Computer proficiency in: Microsoft Office, using web-based tools for scheduling and administration, understanding of website as main communication vehicle.
6. Ability to manage conflict in challenging circumstances.

### *Personal Characteristics*

1. A Christ-centered, Biblically-rooted, warm-hearted faith in Christ which expresses itself in loving, joyful, healthy relationships with others and personal freedom in sharing his/her personal experience of Christ.
2. A clear passion to draw uncommitted persons into a living relationship with Jesus Christ.
3. An excitement and commitment to the mission and vision of Hyde Park United Methodist Church.
4. A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
5. A team-player who works well with other members of the church staff and who has proven effectiveness in working with volunteers of all ages.
6. Personal commitment to the spiritual heritage, doctrine, and Social Principles of the United Methodist Church.
7. Evidence of Christian character evidenced by a life of prayer, spiritual discipline, tithing, and participation in the life of the church.
8. A sense of humor and ability not to take him/herself too seriously.
9. Regular Sunday attendance in worship and desire to grow in their spiritual practices.