

Church Operations Coordinator Job Description

Position Title	Department/Ministry/Location
Church Operations Coordinator	Administration
Supervisor Position Title	Weekly Hours
Executive Minister	40
Position Status/ Classification	Ministerial Status
Regular Full-time/Non-Exempt	Non-ministerial

Position Summary:

The Church Operations Coordinator will work toward the church's mission achievement: developing followers of Jesus who love God, love people, and make disciples. Specifically, the Church Operations Coordinator will work toward mission achievement in supporting ministries that directly impact the overall day-to-day operations of the church.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Support the Executive Minister and Office Manager in their duties.
- Attend all staff meetings and record staff meeting minutes.
- Beginning to end scheduling and coordination of all events held in the church facility, both church and non-church related events. This includes reservation of building space, reservation of church vehicles, contracts for outside events, coordination of door schedule, HVAC schedule and janitorial schedule, coordination of set-up, tear down and re-set of rooms being used for events, and coordination with Director of Technology of tech needs for events as appropriate.
- Create and produce weekly church bulletins, special programs, events, and flyers.
- Create and produce bi-monthly church newsletter.
- Work with appropriate ministries to craft and send out church-wide emails as needed.
- Work with appropriate ministries to create and manage all church-wide sign ups.
- Work with appropriate ministries to utilize social media to promote events.
- Oversee special projects as needed.
- Make suggestions for operational improvement.
- Assist in unexpected administrative tasks.
- Perform other related duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- 1-2 years related event planning experience.

- Two-year associate degree is preferred.
- Equivalent combination of education and experience

Knowledge and Skills:

- Proficient in Windows based applications such as Word, Excel, Publisher, and PowerPoint.
- Working knowledge of Planning Center and Canva.
- Detail-oriented
- Strong project management and event planning skills
- Excellent verbal communication skills
- A team player, participating in and assisting as needed in ministry areas outside of primary ministry.

Spiritual Requirements:

- Creates time for personal and corporate worship, Bible reading and study, prayer, and personal spiritual development.
- Regular involvement in Fairmount Christian Church activities and events.
- Signed acknowledgement of Fairmount Christian Church's Statement of Faith and Staff Lifestyle Agreement.
- Signed acknowledgement to policies and procedures as stated in Fairmount Christian Church's staff handbook.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. Has the ability to function independently. Possess the ability to speak. Has the physical ability to be able to lift up to 25 pounds (with or without assistance). This position also may require extended periods of standing up and walking. The noise level in the work environment is usually low to moderate.

Employment At-Will:

All employees of Fairmount Christian Church are at-will, and as such, are free to resign any time without reason. Fairmount Christian Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Fairmount Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Minister.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____