

Men's Ministry Coordinator

Role Description

Position Summary: The Men's Ministry Coordinator will support, resource, and empower our Men's Ministry staff to execute their ministries while being responsible for running a men's small group, and helping setup and run Men's events while also being prepared to teach the large Men's group.

Uplink: Men's Ministry Director

Department: Men's Ministry

Classification: Ongoing; Part time; Hourly; Non-Exempt; Variable schedule, 12 hours a week

Works Closely with: Men's Ministry Director, Men's Ministry attendees, Facilities, Security, Director of Community Life

Key Areas of Responsibility and Oversight:

- Logistical support for flagship weekly meetings (Dawn Patrol/Dusk Patrol)
- Additional ministry presence in support for the flagship weekly meetings: Dawn Patrol, Dusk Patrol
- Logistical support for ministry events such as retreats, cookouts, and the like for the Men's department
- Assist in recruiting, developing, and organizing a ministry volunteer force for the logistical support and ministry of presence in these areas
- Envision and execute a timely data capture strategy and data entry for ministry participants
- Centralize purchasing efforts for the ministry departments
- Manage Men's Ministry Director calendar and correspondence as needed (scheduling meetings, returning emails, first-step check-ins with people)
- Basic technical support (uploading messages, recording podcasts, etc.)
- Other relevant duties as assigned by uplinks

Qualifications

- Strong relationship and commitment to Jesus Christ
- Demonstration of Deacon Qualifications (1 Tim. 3:1-7)
- Basic computer skills

Schedule: 12 hours a week; Required attendance to Dawn and Dusk Patrol

Candidate Profile

Skills:

- Able to work with men
- Willing to be mentored
- Able to manage a schedule

Experience:

- Work either in a volunteer or professional capacity with a confessional church community
- Ability to work with all-male groups

Spiritual Gifts:

- Enthusiastic dedication to 3Crosses ministry and vision, including a growing relationship with Jesus Christ
- Administration
- Leadership
- Hospitality