

GRACE COMMONS CHURCH **Job Description**

TITLE: Director of Ministry Support

REPORTS TO: Pastor (Head of Staff)

SALARY: \$60,000 annual salary, full-time, 40 hours/week, overtime-exempt position

BENEFITS:

- Fully paid Medical Coverage
- Optional Coverage, such as Dental, Vision and AD&D
- Paid Sick Leave
- Paid Vacation
- 12 Paid Holidays per year
- Life Insurance
- Long-Term Disability Insurance
- 403b Retirement Plan

POSITION RATIONALE:

This role provides exceptional organizational planning (20%), Adult Ministry support (20%) and effective administrative support (60%) to the Head of Staff, Session, committees resourced by the Head-of Staff, and other constituents as described below.

This position will assist ministries in receiving the support needed to help them function and thrive.

This position needs to work from the church campus 80% time, with the rest of their work being remote, as agreed to by the Pastor, Head of Staff.

Due to the strategic nature of this position, please note that some of the items listed under "Unique Ministry Responsibilities/Accountabilities" may need to change over time as this position develops and as the Head of Staff and the new Director of Ministry Support may deem appropriate.

GENERAL REQUIREMENTS/PREREQUISITES:

The individual in this position

- Is a mature Christian with a servant's heart
- Has a welcoming and generous spirit and exhibits poise under pressure
- Manages highly confidential information with absolute discretion
- Self-motivated and directed while setting a professional tone characterized by a balance of collaboration, transparency and sound judgment
- Can function independently, prioritizes and take effective action; follow projects all the way through to completion, and is an innovative and creative problem solver.
- Able to simultaneously plan, organize, coordinate and direct multiple projects with varying deadlines
- Strong communication skills comprised of effective listening, positive and resolution-oriented interpersonal communication (including the proven ability to respond to inquiries and complaints,) competency in creating well-organized, grammatically correct, concise and courteous written materials for internal and external constituents
- Working knowledge of software programs such as (but not limited to) the Microsoft Office Suite (including Publisher), Adobe Professional Suite and basic web development software; is eager and able to advance her/his knowledge of these applications; and is willing to learn new software
- Proficient at using a PC and demonstrates familiarity with a Mac
- Able to work the following schedule: Sunday–Thursday, and is willing to work occasional evenings as needed.

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

Head of Staff Support

- Greet visitors, handle phone calls and correspondence, helps maintain church's master calendar
- Coordinate and support T.E.D. team and their process
- Coordinate new officer training including communication, scheduling, production of training materials, ordering name tags and overseeing officer installation
- Supports New Covenant Partners classes as needed

Session, Trustees, Deacons and Denomination support

- Prepare and distribute docket and related materials in advance of meetings and retreats
- Track action items from Session meetings and maintain Session minutes
- Support the Clerk of Session in areas such as communication, attendance, minutes, church records
- Maintain session website and session email addresses
- Obtain delegates for ECO Presbytery meetings; arrange transportation and accommodations when necessary
- Coordinate the data-gathering process, prepare the annual report and submit to the denomination
- Support ECO National gathering registrations and travel
- Reserve rooms and other support as required
- Maintains the archive of Session and Trustees meeting minutes

All church and major outreach, welcome and congregational meetings/events:

- Supports all Quarterly Family Meetings
- Supports Annual Congregational Meeting

Communication Support:

- *Monday Reflections:* proof for Monday send
- Proof All-church Thursday email
- Coordinate, schedule and proof the Leadership update
- Works with Communications Coordinator to maintain church branding standards for all public facing communication including the website, bulletins, correspondence and other communications

Shelby Membership Database Administration:

- Administrator for the church's membership and contact databases—helping people who need to be added, deleted or updated
- Orders and reviews background checks
- Manages form creation
- Support the communications coordinator with the church's app—establish and enforce the app standards

Front office:

- Recruit and support the front desk volunteers
- Manages office supplies, letterhead, etc.
- Maintain the two copy machines: order toner, waste toner cartridges, call for service
- Maintain an in-house set of Grace Commons notecards and stationery
- Name badges, parking passes, staff board and web photos

MOUs and Single Use agreements:

- Responsible for drafting all MOU's and Use agreements with outside groups, including: BIFF, BSO, Sundance Film Festival, Piano Teachers, Boulder Children's Chorale, Temple Grandin, Compassionate Friends, coordinating the approval process with Director of Ministry Operations and Trustees
- Reserve rooms any approved groups as needed

Ministry Support:

- Create quarterly Missions payment requests
- Reserve rooms for meetings
- Other occasional support—mission partner visits, announcement requests for events

Memorials:

- First point of contact with the family
- Communicate and find the team for each memorial
- Assign the coordination to another team members if not available to support the memorial

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

Staff

- Manage staff phone and email lists, office hours and front desk volunteers
- Oversee coordination of minister-of-the-day/week and pastor-on-call schedules
- Maintains the all-church calendar
- Arrange room set-up for staff events and meetings
- Coordinate all-staff retreats and staff special events
- Coordinate monthly staff birthday recognition, occasional lunches, and other celebrations
- Coordinates orientations for new staff with the Business Office

Reviewed by **Employee:** _____ **Supervisor:** _____ Date: _____
Signature *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.