



CROSSROADS CHURCH

JOB DESCRIPTION | SHELBY MINISTRY CENTER COORDINATOR

Position Description

Crossroads Church is a contemporary non-denominational church of approximately 3,500+. We are experiencing much growth and development as we have launched an initiative to start new campuses throughout our region. Crossroads has been identified by Outreach Magazine as one of the fastest-growing churches in America several times in recent years.

Crossroads is located in Mansfield, Ohio, a city of 50,000 people in a region of 225,000. The Mansfield area is conveniently located on two major highways and sits between two major cities, Columbus and Cleveland. There are many family-friendly attractions in the area and many outdoor activities year-round. For more information on all that the area has to offer, visit <http://www.mansfieldtourism.com>.

Crossroads' mission is to "Lead people to gospel transformation in our communities and around the world." We accomplish this mission through three distinct core values: *1. Know Christ, 2. Grow Together, 3. Go Boldly.*

Crossroads is a dynamic church with people eager for the effective work of God's Word to transform them. We strive to maintain a staff team that embodies, promotes, and builds according to Crossroad's vision, mission, values, and culture.

The Shelby Ministry Center is a ministry of Crossroads Church that seeks to fulfill the church's mission by providing care, training, counsel, and support and by meeting the needs of the people of the city of Shelby. The Ministry Coordinator will work twenty-five hours each week. These hours sometimes include weekend hours for leading an event or recruiting volunteers. The role is within the Crossroads Missions Team and focuses primarily on local missions in the City of Shelby.

The Shelby Ministry Center Coordinator will champion Crossroads DNA by dynamically and effectively casting vision for the Ministry Center and maximizing volunteer teams to effectively care for the Ministry Center population and connect them to Crossroads' vision and mission. The Shelby Ministry Center Coordinator must also be able to create ministry initiatives that balance meeting needs with gospel impact.

The candidate must be a self-starter, an effective communicator, a driven leader who values teamwork, and able to lead in a variety of settings with a shepherd's heart. The candidate must be people-oriented, extremely caring, have a passion for Gospel hospitality, and a desire to help people feel at home in the local church. The candidate must also be a networking leader able to build relationships and ministry-wide systems. Experience with a non-profit organization is ideal.

This is a part-time position. Mutually agreed-upon days off will be provided). Vacation and other benefits are described in the employee handbook.

POSITION: Shelby Ministry Center Coordinator

REPORTS TO: Missions Pastor

HOURS: Part-Time, 25 hours

POSITION SUMMARY

The Shelby Ministry Center Coordinator is responsible for developing and implementing a comprehensive program of care, evangelism, spiritual growth, and service opportunities.

KEY LEADERSHIP RESPONSIBILITIES

- Oversee Ministry Center volunteer teams and develop leadership structures to help manage those teams.
- Recruit, train, schedule, resource, and communicate with those various teams.
- Create service opportunities for Crossroads, including large-scale serving events.
- Specifically, train volunteers to build relationships and share the good news of Jesus.
- Provide care for guests and volunteers.
- Develop partnerships with other ministries and organizations.
- Provide volunteer orientations, ongoing training, and fellowship events.
- Provide assessments and continual feedback for leaders and team members.
- Provide volunteer huddles to inspire and inform Ministry Center teams.
- Cultivate a positive, exciting, and energetic tone for the Ministry Center.
- Maintain working knowledge of local outreaches and available services.
- Maintain knowledge of best church outreach practices.
- Work within the Ministry Center budget and strategize the procurement of needed services/ materials.
- Monitor the overall health of the Ministry Center and its team members.

GENERAL RESPONSIBILITIES

- Maintain correspondence for Ministry Center.
- Track data for salvations, baptisms, next steps, first-time visitors, volunteers, services, etc.
- Organize calendar, create and lead ongoing initiatives as well as one-time events.
(ex., fellowship, orientations, social services, etc.)
- Create effective storage, organization/filing, and archiving systems.
- Develop/maintain/update/restock Ministry Center materials.
- Oversee rotation system, scheduling, and replacement protocols.
- Reconcile credit card statements.
- Manage registrations/check-in process for Ministry Center events.

OTHER

- Maintain a clean and visually excellent standard.
- Be a team player with the entire staff, the Missions Department, and the Ministry Center leaders and volunteers.
- Attend and participate in assigned staff meetings and departmental/church-wide events
(ex. First Wednesday services, retreats, trainings/orientations, etc.).
- Meet regularly with leadership for oversight, discipleship, and professional development.
- All other duties as assigned.

QUALIFICATIONS

- Have an intimate and growing personal relationship with Jesus Christ.
- Fully committed to living a godly life both in public and private. A person of character and demonstrated lifestyle of integrity consistent with Biblical principles (1 Tim. 3:1-7).
- Fully committed to his/her family by lovingly leading spouse and children in life and ministry.
- Willing to join the family of Crossroads Church as a member.
- Agrees with the overall ministry philosophy/direction of Crossroads.
- Demonstrate enthusiasm for the mission and vision and actively engage in church and personal efforts to live out and further them.
- Committed to the ministry of Crossroads Church and see his/her role as one of shepherding and guiding people to be fully devoted followers of Jesus Christ.

- Outgoing, positive, and caring leader with strong interpersonal skills.
- Experience leading, recruiting, and building large teams.
- Sees himself/herself as leader of leaders.
- Sees himself/herself as a team player, able to serve collaboratively with multiple leaders, and willing to work within the boundaries of the pastoral staff, elder board, and leaders in the ministry.
- Organized and detail-oriented self-starter.
- Gifted in recruiting, leadership, and compassion.
- Able to remain flexible and problem-solve quickly when pivots are needed.
- Excellent written and verbal communication skills.
- Experience in Microsoft Office Suite.
- 4+ years of related experience preferred.
- A college degree in a related field is preferred.