



CROSSROADS CHURCH

## JOB DESCRIPTION | CROSSROADS CITY 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 City 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 Mansfield Community. The City Center Coordinator will work thirty hours each week. These hours may include occasional weekend hours for leading an event or recruiting volunteers. This job's role is within the Crossroads Missions Team and focuses primarily on local missions in the city of Mansfield.

The City Center Coordinator will partner with the City Center Director to champion Crossroads DNA by dynamically and effectively casting vision for the City Center. Together they will maximize volunteer teams' efficiency in caring for the City Center population and connecting them to Crossroads' vision and mission. The City Center Campus 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 be able to lead in a variety of settings. The candidate must be people-oriented, and have a passion for Gospel hospitality. He or she must also have a desire to help underserved people feel at home in the local church. The candidate must also be a networking leader who is able to build relationships and ministry-wide systems. Experience with impoverished and low-income communities 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:** Crossroads City Center Coordinator

**REPORTS TO:** City Center Director

**HOURS:** Part-Time, 30-40 hours

### **POSITION SUMMARY**

The Crossroads City Coordinator is responsible for helping to develop and implement a comprehensive program of care, evangelism, spiritual growth, and service opportunities.

### **KEY LEADERSHIP RESPONSIBILITIES**

- Oversee volunteer teams and aid in developing 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 within the framework provided by the director
- Train volunteers to build relationships and share the good news of Jesus.
- Provide care for guests and volunteers.
- Help with the development of partnerships with ministries and organizations.
- Assist with volunteer orientations, ongoing training, and fellowship events.
- Provide assessments and continual feedback for leaders and team members.
- Provide volunteer huddles to inspire and inform City Center teams.
- Cultivate a positive, exciting, and energetic tone for the City Center.
- Maintain working knowledge of local outreaches and available services.
- Maintain knowledge of best church outreach practices.
- Work with the director to budget and strategize methods for the procurement of needed services and materials.
- Assist with the overall health of the City Center and its team members.

### **GENERAL RESPONSIBILITIES**

- Aid in maintaining correspondence for the City Center.
- Track data for salvations, baptisms, spiritual next steps, first-time visitors, volunteers, services, etc.
- Assist with the organization of the calendar, and create and lead ongoing initiatives as well as one-time events.
- Work within effective storage, organization/filing, and archiving systems.
- Develop/maintain/update/restock City Center materials.
- Reconcile credit card statements.
- Manage the registration and check-in processes for City Center events.

### **OTHER**

- Maintain a clean and visually excellent standard in all physical as well as digital media areas.
- Be a team player with the entire staff.
- 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**

- 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.
- Agree 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 service and guiding people to be fully devoted followers of Jesus Christ.
- Positive, and caring leader with strong interpersonal and communication skills.

- Willingness to lead, recruit, and build teams when needed.
- 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 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.
- Related experience preferred.
- A college degree in a related field is preferred.