

McMurray Gospel Assembly

Lay Ministry Coordinator Position

Position Title: Lay Ministry Coordinator

Start Date: July 15th 2010 (or sooner)

Position: Part Time – 20 hrs. per week

Position Summary:

This role of this position will:

- This Role requires the ‘Heart of a Host,’ “Welcome Home!”
- Be vital in connecting all new-comers to the ministries of MGA and will provide a means for everyone to be involved.
- Activate new-comers and current attendees/members in regular ministry area(s) of MGA.
- Ensure the goal of “Everyone Doing Something” becomes a reality and a part of the life of all who attend MGA.
- Be introduced as a probationary position (i.e. 3 months) with potential for permanence, based on data and positive results achieved.

Responsibilities:

- To provided timely follow-up with those who complete a ‘guest record’ by initiating conversation and meetings to initiate appropriate placement within ministry areas of MGA.
- To make sure each new participant has an introduction course to MGA within 3 months of completing forms and interview with LMC.
- To track new and regular attendees until they are established in a suitable volunteer or ministry position.
- To make sure that specific growth needs of attendees are directed to appropriate ministry for follow-up
- To collaborate with pastors, ministry leaders and support staff in timely communication regarding the placement of participants.
- To craft and develop supplemental strategies to better equip our church in this area in collaboration with staff and eldership team of MGA.
- To be responsible to manage the budget and reports for this department

Academic/Education Requirements:

- Grade 12 or GED equivalent
- Administrative skills Preferred
- Post Secondary English would be beneficial
- Proficiency with Windows based Computer Programs

Required Skills / Experience:

- Commitment to Faith and maturity in Christ and member of MGA
- Must be able to submit to authority and work within given protocol
- Strong organizational Skills
 - ✓ Able to create and foster a positive vision
- Strong Communication and People Skills
 - ✓ Able to interact with people of all ages & cultural diversity
- Visionary Skills
 - ✓ Must be creative in ability to see and implement plans to achieve positive results
- Must be a team-player and team-builder
- Ability to work independently with minimal supervision to achieve goal(s).

Working Conditions:

- Demonstrate ability to contribute to a positive workplace/church environment in an ever-changing church & community environment.