



Position Title: Fifty6 Coordinator

Position Summary

The Fifty6 Programming Coordinator assists with the organization of our Fifty6 environment, provides support to Fifty6 Director, and works alongside the rest of the team to create engaging environments that foster worship and a lifelong love of Jesus.

Key Roles and Responsibilities

- Assist the Fifty6 Director in recruiting, training, and equipping volunteers for serving in various ministry areas
- Serve as a service lead for Wednesday services including preparing and teaching lessons
- Attend and actively participates during all required ministry meetings
- Assist the welcome desk in Fifty6 on Sunday mornings/Wednesday nights and provide a welcoming atmosphere for families entering the ministry space
- Collaborate Fifty6 team with copying and printing needs and help create signage when needed
- Serve as a service lead for all Sunday services in English and Spanish, supporting leaders and volunteers as needed
- Attend and support Fifty6 programming and special events (AMP'D, iChoose, Summer Camp, Craze), as well as some Children's Ministry events, being willing to help with logistics for them as needed
- Oversee Sunday morning announcements and games
- Oversee maintaining the rooms in the Fifty6 Ministry by organizing and stocking supplies and maintaining overall organization, including the storage closet
- Attend Staff Prayer/Staff Training on Tuesdays
- Research and brainstorm new ideas to organize our ministry and classroom space and growth

Success Outcomes

- Excellent assistance to the Fifty6 ministry to aid in the execution of Sunday and Wednesday night programming
- The Fifty6 Ministry is well-organized to ensure all team members are effectively able to accomplish their roles
- Fifty6 Ministry events are clearly promoted and communicated to the families of WoodsEdge
- Represent WoodsEdge by following the visions and expectations of the church, prioritizing prayer, praying for top 5 and seeking to make disciples

REQUIREMENTS

- HS diploma or equivalent required, bachelor's degree preferred
- 1+ years' experience in a church, non-profit, or similar ministry
- Creative, organized, and energetic
- Proficiency in Microsoft Office applications (Word, Excel and Outlook) is preferred
- Knowledge of Planning Center or ability to train and fully utilize Planning Center Online
- Ability to self-start and see projects through completion without much direction
- Interpersonal skills that enable effective collaboration with parents, other ministry leaders, and

volunteers

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A lifelong learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His Church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable