



Family Minister Coordinator

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Family Minister Coordinator
Department: Family Ministry

FLSA Status: Non-Exempt
Reports to: Family Minister
REGULAR HOURS PER WEEK: 15-20

Typical work schedule:

Flexibility required: Adjustment of hours may be needed based on event needs and urgent tasks. Wednesday night availability and Sunday morning availability will be needed.

Position Summary: Providing project and program oversight and coordination to help Family Ministry move forward with the purpose and passions of the church.

Essential Skills & Experience:

- Team player
- Good communication skills
- Organizational skills
- Initiative
- Adaptability and flexibility

Position Responsibilities:

- Coordinate Wednesday night programming in conjunction with Family Minister including implementation details for Wednesday night dinners, childcare, registration management, volunteer coordination and management.
- Assist in coordination and oversight for church wide events as planned throughout the ministry year in conjunction and at the direction of the Family Minister. This includes collaboration of ideas, details and implementation with other staff, deacons and volunteers.
- Coordinate Parent Events throughout the year including but not limited to Parent Coffees, Child Dedication and others as directed.
- Provide administrative help to the Family Minister and to the growing Family Ministry department.
- Oversee Touchpoint needs for the Family Ministry area.
- Oversee childcare for special events and Tuesday morning childcare ensuring standard of care is completed. This includes supervising the Tuesday morning childcare coordinator and special event coordinators as needed.
- Initial contact for the baptism process including communication, class administration, follow-up, tracking and scheduling of baptisms
- Attend staff meetings, departmental meetings and other meetings and trainings as directed and scheduled (1-2 hour per week).

- Coordinate Family Ministry mission efforts including Joy Box, school partnerships and other family missional events.
- Participate in other projects and initiatives within Family Ministry.

Education and Experience

- An Associate's or Bachelor's degree with a minimum (3) years of administrative experience.
- Proficient in Microsoft Office Suite with ability to learn new technologies specific to Fellowship Bible Church.
- Prior experience in church or nonprofit environment is a plus.

Markers of an Ideal Candidate:

- Team-oriented mindset with strong interpersonal skills.
- Collaborative self-starter who takes initiative.
- Flexibility and adaptability, particularly during busy periods.
- Commitment to Fellowship's mission and core staff values.
- Detail oriented with the ability to manage tasks to completion.
- Humble yet desire to grow together and accomplish goals together.