

## Calvary Family “IN” Ministry Coordinator

### Purpose:

- Serve as a member of the Calvary Church Staff team *“helping people follow Jesus together”*
- Be the central point leader for all aspects of Calvary Family “IN” ministry in order to build strong relationships between families and to be part of the overall church family

**Reports to:** Executive Pastor

**Oversight to:** Volunteer Staff

### Responsibilities:

1. Serve as a collaborative team member that works in conjunction with Calvary’s overall vision / ministry and living a lifestyle that models your unique calling and context for expanding His kingdom.
2. Develop and implement strategies for Calvary to fully live into living as a family on ministry together with a focus on loving and encouraging the church family.
3. Lead efforts and be a spokesperson to continuously improve “helps me feel like I belong” at Calvary as measured by annual survey.
4. Serve as the overall ministry calendar czar assuring alignment, integration and communication across ministries and staff.
5. Develop annual plan for all “IN” events for church family, staff specific events and Holidays.
6. Serve as lead for signup / registration and scheduling of training for Baptism, Partnership, Welcome to Calvary and related events.
7. Act as resident expert, help desk for church family information management systems. (ie F1, Community Church Builder, etc.).
8. Analyze church information management systems for attendance trends and to identify individuals / families requiring follow up.
9. Work with the office manager and pastors to ensure families in need receive correspondence, flowers, pastoral care, prayer, follow up.
10. Assist in processing and investigation of Benevolence Fund requests.
11. Lead team of volunteers planning and supporting funerals and weddings
12. Serve as Décor lead for indoor church facilities providing clean, bright, inviting environment.
13. Assist in the process of moving people through assimilation and discipleship pathway process.
14. Coordinate with “OUT” community director to assure effective transfer for oversight of visitor / new attender “OUT” to church family status “IN”.
15. Serve as the central coordinator of storage and establish / maintain a cross ministry and church family sign out system.
16. Support In-Person and recorded announcements related to “IN” activities and functions.
17. Personally build relationships within the church family to increasingly know and understand the “pulse” of the family
18. Lead, facilitate greeting and welcoming efforts for Sunday AM including food and coffee ministries. (visitor process to be led by “OUT” director)
19. Partner with PCA to support, align, collaborate and share opportunities.

20. Leadership of expanding engagement, caring, support of volunteer services

**Position Structure / Requirements:**

1. Part Time position
2. Prior Experience in Event Planning
3. Strong Computer Skills
4. Strong relational and communication skills
5. Gifted in Creativity, Interior Design, Color, Attention to Detail, Trends
6. Member of Calvary Baptist Church upon placement into this position