



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Campus Coordinator - Downes Road Campus

DEPARTMENT: Downes Road
REPORTS TO: Downes Road Campus Pastor
ALLOTTED HOURS: 30 hours/week
PRIMARY LOCATION: Downes Road Campus office
POSTED: January 5, 2022
ANTICIPATED START: ASAP

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS

Responsible for assisting the Downes Road Campus Pastor with various administrative and secretarial duties to ensure the smooth operations at the Downes Road Campus weekend services, event planning, membership, and volunteer coordination, training and management.

MINISTRY RESPONSIBILITIES

1. MEMBERSHIP:

a. Membership Classes:

1. Assist in coordination by scheduling, booking the facility, advertising and preparing materials.
2. Responsible for registration and adherence to Northview's application requirements.
3. Update membership manual as necessary.
4. Timely communication with candidates.

b. Membership Interviews:

1. Book the facility and compile membership packages, distributing to interviewers one week prior to the interview.
2. Schedule interviews with Elders and Pastors.
3. Process interview documents, correspondence, and maintain records.
4. Correspond with candidates on the result of the interview, and details for certificates (as applicable).
5. Upload documents to Planning Center (PCO) and update information.
6. Connect new Members willing to volunteer to the appropriate Departments.

c. Membership Reaffirmation:

1. Assist with the membership reaffirmation process.
2. Compile list of inactive members and submit to pastors and staff for verification.
3. Correspond with inactive members and forward release letters.

d. Membership Engagement:

1. Work with Campus Pastor in keeping in regular contact with members and following up on questions/requests.
2. Be in contact with our overseas missionaries to keep them updated on news at Northview.
3. Work with the Finance Department in thanking donors regularly.

e. Statistics:

1. Update statistics related to new members and changes of membership.
2. Verify membership status of MEI parents attending Northview.



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2. DOWNES ROAD CAMPUS PASTOR ASSISTANT:

- a. Schedule appointments as needed.
- b. Screen emails and telephone calls.
- c. Handle and respond to requests for information regarding all department inquiries.
- d. Book facility and prepare materials as needed.
- e. Assist with administration of Membership, Hospitality Teams, and Volunteer programs as needed.
- f. Process new volunteers.

3. WEEKEND OVERSIGHT:

a. Serve Teams (Volunteers)::

1. Oversee the completion of the serve team member application process to ensure a safe serving environment either through active participation or delegation to other appropriate staff personnel.

b. Ushers/Greeters:

1. Coordinate the weekend scheduling of ushers and greeters.
2. Work with the Captains of each team to ensure they have needed supplies for weekend ministry.
3. Process applications for each ministry.

c. Info Kiosk and Connect Cards:

1. Recruit, train, schedule, and encourage Info Kiosk volunteers.
2. Promote Connect Cards on a regular basis with slides, bulletin, social media, etc.
3. Respond to Connect Cards within 24 hours, forward to appropriate departments, and confirm initial contact.
4. Oversee volunteers at weekend services.
5. Assist with developing and maintaining Community spaces.

4. EVENTS:

- a. Facilitate special events as needed. (Kickoff, Christmas Event, Christmas Eve, Easter).
- b. Responsible for troubleshooting ticket sales, internal advertising (slides, posters, social media, and bulletin), organizing and communicating with volunteers, as well as acting as a liaison with tech, facilities, kitchen staff, and senior leadership.

5. OTHER:

- a. Assist pastors and office personnel in any necessary tasks to ensure an efficient, professional and God-serving church.
- b. Be available for weekend ministry with some midweek evening events.
- c. Work with other Admins on keeping PCO current.
- d. Other duties as required.

STATEMENT OF RELATIONSHIPS

Reports to Downes Road Campus Pastor. The Downes Road Campus Pastor reports directly to the Executive Pastor of Ministry Development.

QUALIFICATIONS

The following qualifications are considered essential for the candidate to be successful in this role:

1. A demonstration of fitting Northview's cultural values, namely possessing a humble attitude, a commitment to leadership development, and a desire to double the Master's money.
2. A keen learner.
3. Experience administering large events.



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4. Excellent organizational skills.
5. Proficient level of computer skills including word processing, desktop publishing, and spreadsheet applications.
6. Effective written and oral communication skills, including evidence of good interpersonal skills.
7. Able to take initiative and complete tasks with minimal supervision
8. Effectively juggle multiple priorities, and meet deadlines.
9. Willing to work evenings and weekends as required.
10. Must be in agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.

The incumbent must make Northview Community Church his/her home church.