



GRACE BIBLE CHURCH OF BEND

gbc bend.org | info@gracebibleofbend.org | 63945 Old Bend Redmond Hwy, Bend, OR 97703

Open Position Title: Ministry and Events Administrator

Date: Position starts January 2021

Reports to: Director of Worship & Operations (Calvin Hemphill)

Overview:

Grace Bible Church is seeking an administrative coordinator to be responsible for Sunday service teams, church events, and administrative tasks. This role exists to help better facilitate the gathering of the church for God's glory and the church's edification. This position will be compensated at \$17.00 per hour, will average 20 hours per week, and will work closely with the Director of Worship & Operations.

Qualifications:

- Humble team player who works for the glory of God and seeks excellence in all things
- Strong interpersonal skills, organizational skills, communication (verbal & written) skills
- Proficient at multitasking and prioritizing
- Confident in approaching people, recruiting, and building volunteer teams
- Ability to maintain a professional attitude and emotional stability when dealing with difficult or stressful situations
- Must have a high attention to detail and be a self-starter
- Is technically savvy and comfortable learning new tech skills as needed
- Must be able to manage his or her time well
- Has proficiency in Microsoft Office and Google Drive applications
- Has proficiency in (or willingness/ability to learn) Planning Center, ProPresenter, & Mailchimp applications
- Needs to be in a GBC community group and be a member of GBC (or be in the process of or willing to become a member)
- Available to be present at all major church gatherings (eg: Sunday services, membership nights, Christmas Eve, Easter, etc...)

Primary Responsibilities

1. Service Teams & Sunday Mornings

- a. Service Teams
 - i. Serve as the staff liaison for Sunday Service teams (excluding kid's ministry and security)
 - ii. Partner with Calvin to create systems and structures for future growth
 - iii. Recruit volunteers to serve on Sunday morning service teams (Greeting, Info Booth, Communion, Coffee, Cleaning, Offering, Media, Video Editing, Livestream)
 - iv. Create and maintain the service team schedules on Google Drive
 - v. Enter and maintain service team schedules in Planning Center
 - vi. Email out semesterly confirmation emails in Planning Center
 - vii. Check on weekly Planning Center service team confirmations and follow up as needed
 - viii. Help train and equip team leaders for each service team
 - ix. Respond to newcomers interested in joining service teams
 - x. Oversee training of new volunteers and coordinate semesterly team meetings
 - xi. Maintain needed supplies for communion, coffee bar, info booth, etc.
- b. Sunday Morning Coordination
 - i. Serve as in-person coordinator for all Sunday morning services
 - ii. Ensure that all scheduled service team members have arrived and have everything they need
 - iii. Create and print Sunday service registrations to be used by the greeting teams (until no longer needed)
 - iv. Print out service orders and sermon notes for media and tech teams each week
 - v. Debrief with each service team after each Sunday

2. Admin Support

- a. Administration
 - i. Assist Calvin with miscellaneous administrative tasks
 - ii. Update Sunday Songs playlist on Spotify each week
 - iii. Setup ProPresenter each week with song lyrics, verses, readings, etc.

- iv. Update graphics, slides, videos in ProPresenter each week
- v. Print materials as needed
- vi. Maintain Sunday morning snackbar for worship and tech teams
- vii. Maintain supplies in the main kitchen and barn (plates, bowls, silverware, etc...)

3. Events

- a. Event Organization
 - i. Coordinate hospitality team for Member Nights
 - ii. Coordinate larger church events (Anniversary BBQ, Church Picnic, Christmas Eve, Easter)
 - iii. Recruit volunteers for larger events
- b. Event Management
 - i. Serve as point person for assigned events
 - ii. Serve as in-person coordinator on the day of the event

Work Schedule:

- Approx. 20 hours/week total | Sunday - Thursday daytime hours | Friday and Saturday minimally for unexpected volunteer changes
- Remote work is possible, but some onsite work will be required for various responsibilities, events, and/or meetings
- Tuesday meeting with Calvin to discuss upcoming Sunday and any other events
- Sunday hours will vary depending on our gathering times and the coordinating needs, but expect Sunday to be about 3-4 hours total

About our Church:

Grace Bible Church is located in beautiful Bend, Oregon and is part of the Acts 29 church planting network. Grace Bible seeks to glorify God by exalting Jesus Christ, and by being an authentic community of believers who live as the body of Christ and the family of God in Bend and around the world.