



FAMILY MINISTRY TEAM RESOURCE COORDINATOR

.8 FTE (EXEMPT)

POSITION DESCRIPTION

POSITION SUMMARY

The FAMILY MINISTRY TEAM (FMT) RESOURCE COORDINATOR is a servant leader responsible for resource support for the Family Ministries at Wayzata Community Church. The ideal candidate will be competent in prioritizing and working with little supervision. The FMT Resource Coordinator will be a self-motivated and trustworthy member of our team, dedicated to providing resource and technology leadership to the Family Ministry Team. This person will report to WCC's Family Ministry Team Supervisor and work in partnership with WCC's faith education directors who serve children, youth, and families in the congregation.

Key Responsibilities

Act as the Resource Coordinator for WCC's Family Ministry Team creatively managing the following functions:

FAMILY MINISTRY TEAM RESOURCE AND COMMUNICATION

- Logistics of both on and offsite event planning including mission trips and retreats.
- Serve as the hub for all Family Ministry Team programming and planning to ensure FMT goals are met and remain in alignment with WCC organizational goals.
- Internal and external communications with students, parents, church members, and outside organizations including newsletters, announcements, mailings, information packets, social media and website postings in conjunction with the ministry programming and team wide events and offerings.
- Provide reporting to monitor event attendance and any open balances.
- Occasionally lead parent/student information sessions
- Support ministries in volunteer team recruitment, training, coordination, and support.
- Track monthly growth matrix.
- Expand and develop integrated systems to expand outreach to families and students inside and outside the church.
- Manage check-in systems for all Family Ministry programming.
- Represent the Family Ministry Team at all Scheduling Team meetings and during Church wide Catalog creation.

WCC SUMMER CAMP

- Act as home operations director for all camp functions based at WCC during camp sessions.
- Manage camp software and its interface with CCB and Intacct accounting system.
- Work with WCC Camp Director on managing camper eligibility.
- Manage communications with families around camp registration.
- Work with Camp Nurses to create health charts and forms and weekly camper medical books.
- Manage WCC Summer Camp “Super Team” volunteers.
- Set up Camp Sunday and facilitate all family and camper registrations.
- Oversee and execute the set-up, tear-down, volunteer recruitment, and check-in for each camp session send off and return.
- Manage and catalogue all family communications related to finances, scholarship, and incidents.
- Monitor any camper open balances and resolve before each session begins.
- Effectively communicate between church and camp during all camp sessions.

CCB (COMMUNITY CHURCH BUILDER)

- Manage all Family Ministry CCB functions including all forms, registrations, check-ins, and family profiles.
- Create standardizations for Family Ministry data entry.
- Manage all CCB communications and groups for the Family Ministry Team.
- Serve as the primary CCB expert for the Family Ministry Team.

Key Attributes

- Demonstrated organizational and logistical skills.
- Demonstrated analytical skills with big picture understanding of moving parts and strong orientation to detail.
- Ability to self-start and see projects through completion without much direction.
- Ability to communicate clearly, directly and tactfully to support team objectives.
- Eagerness to participate in a collaborative decision-making culture emphasizing mutual trust and respect.
- Commitment to supporting clergy, staff, lay church leaders and church families.
- Character to act with trustworthiness, accountability, ethics and confidentiality.

Organizational Relationships

- Reports to and evaluated by the Family Ministry Team Supervisor.
- Works closely with WCC Directors of Early Childhood, Elementary, Middle School, High School, Special Needs, and Camp Ministries and their volunteers and other WCC staff.
- Supports families within each of our ministries.
- Interface with the Resource Team as needed to complete Family Ministry operations.

Experience and Education

Required:

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church.
- Comfort with WCC’s mission of inclusion and celebration of its diversity of faith philosophies
- Bachelor’s Degree.

- Strong working knowledge of Microsoft Office, Microsoft Excel, Mac OS, and Apple iOS and skilled at learning new systems.
- Proficiency in communication, document preparation, and social media technologies.
- Flexibility in the times and places where work is done.

Preferred:

- 3+ years experience in church, non-profit, or for-profit business administration and project management.
- Knowledge of ASANA project management software.
- Knowledge of SLACK program and integrated elements.
- Proven experience managing operations and workflow for multiple members of a dedicated team.

Physical Requirements:

- Prolonged periods of sitting at a desk and working at a computer.
- Must be able to lift 15 pounds at a time.

Compensation

Salary commensurate with experience.

Comprehensive benefits package.

Hours based on program needs which include some nights and weekends.