

# **JOB DESCRIPTION:**

## **MINISTRY COORDINATOR**

Twelve Stones Ministries

In a very real way, the Ministry Coordinator is the front door to the ministry. In most cases, the Ministry Coordinator will be the first contact a person has with Twelve Stones. Therefore, the first requirement for this position is a great love for people that comes from a deep love for the Lord. The primary way this love will be expressed is through conversations on the phone with potential counselees as well as through the use of administrative gifts. Additionally, a background as an executive assistant or secretary is preferred.

The Ministry Coordinator will have a significant influence in connecting hurting people with the help offered at Twelve Stones. The ability to communicate with compassion, express confidence in God's Word, and articulate the help they will receive here is essential.

In thinking through the Ministry Coordinator position, the job can be summarized with two main areas of responsibility:

- An ambassador for Christ and our ministry
- Administrative assistant

When the Ministry Coordinator fulfills these responsibilities, it allows the staff counselors to help the most hurting through gospel centered counseling. As a team, each member must see his or her role as part of the whole. As a team, we really want to function as part of the body of Christ "when each part is working properly, [making] the body grow so that it builds itself up in love" (Ephesians 4:16). *Here is a further explanation of these two areas of responsibility:*

### An Ambassador for Christ and our ministry

- Provide compassionate help and direction for those calling in for counseling or have inquiries regarding the ministry.
- Assist those calling throughout the entire application process with a goal toward scheduling an intensive.
- Suggest recommended counselor to Campus Director, and if he is not available, to one of the staff counselors.
- Once a counselor is selected, then schedule on the calendar with the counselee.
- Maintain and organize ministry calendar, and communicate it to staff accordingly (including support staff).
- Pray with counselees and advocates in the morning, as desired by counselor.
- Eat lunch with guests as desired by counselor.
- Assist with food preparation and presentation as needed.
- Assist with media presence and presentation.

### Administrative Tasks

- Assist accountant with financial record keeping.
- Prepare, maintain, and distribute counselee files.
- Oversee the scheduling for the housekeeping and the hospitality staff.
- Collect and submit part-time hours to payroll company for payment.
- Reconcile credit card receipts, accounts receivable, accounts payable and enter into QuickBooks.
- Maintain accurate records of key metrics for measuring ministry performance.
- Order and manage office equipment and supplies.
- Maintain current records in donor database for counselees and donor income.
- Assist Executive Director and board with donor relations and fundraising initiatives, including an annual fundraising event.
- Work with accountant to ensure completion of year end reports and receipts.
- Offer support to Apprenticeship Program.
- Communication and assisting with campus volunteer work days.
- Support staff in the preparation for events, speaking engagements, and counseling intensives as needed.

All interest or inquiries can be directed to Scott O'Malley - [scott@twelvestones.org](mailto:scott@twelvestones.org) or 812-597-1212.