

## Ministry Role Description

Services Coordinator (20 hours/week)

### Role Summary:

To lead our services teams (Music, Worship, Tech, and Creative) and oversee the administrative elements of services at GBC in order that as a church we might make the most of our gathered worship time.

This is not a worship leader role, but an events coordinator role for services.

### Key outcomes for the role:

Key tasks include:

- Weekly administrative tasks related to Sunday services.
- Working together with the other Services section leaders (Music, Worship, Tech, and Creative Ministries) and staff to plan and implement services.
- To develop systems and processes that facilitate a six-week lead time in our service planning.
- Fostering clear communication among the various contributors to services.
- To create effective systems for evaluation and feedback.
- To develop teams and release leaders in service roles as these become necessary.
- The setting of budget priorities for Services and the oversight of expenditure.

### Expectations for those in the role:

- Personal and vital Christian faith.
- Member of GBC and regular part of worship services and the life of the church.
- Attendance at key meetings such as leadership gatherings, church prayer meetings and church business meetings.
- Complete any training required for their role.

# GBC PD11 – Services Coordinator

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## Skills required:

This role requires a candidate who demonstrates:

- Strong organisational and administrative abilities
- Effective communication skills
- Leadership
- Initiative
- Strong interpersonal skills
- A commitment to ministry
- Proficiency in information and organisational technology

The successful candidate will be expected to be available on Mondays.

Musicality is not necessary.

## Term of appointment:

An initial six-month probation; and then an ongoing role of one-year appointment.

Expressions of interest including an up-to date curriculum vitae are to be submitted to [karen.watkins@gymeabaptist.org.au](mailto:karen.watkins@gymeabaptist.org.au) by 5:00pm Friday March 13, 2020.