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|-----------------------------------|-----------------------|--------------------------------------|--------------------------|
| <b>Team Member:</b>               | Lyndsie Un            | <b>Supervisor:</b>                   | LifeCare Ministry Lead   |
| <b>FLSA (Exempt/ Non-Exempt):</b> | Non-Exempt / Hourly   | <b>Position (full or part-time):</b> | Part-time                |
| <b>Hours:</b>                     | As per business needs | <b>Travel Required:</b>              | NA                       |
| <b>Supervises:</b>                | NA                    | <b>Last Updated (date &amp; by):</b> | September 2021, Scott HR |

### Primary interactions with:

Leadership, staff, ministry partners, volunteers, congregation, and the general public

### Work schedule:

60% Coordination of events and projects  
 20% Communication with wedding party and vendors  
 20% Administration

### Fellowship Mission:

Helping people find and follow Jesus Christ.

### Position Mission:

Create and maintain a welcoming environment where people can find and follow Jesus Christ by coordinating wedding details to ensure a smooth and thoughtful event that honors God.

### PRIMARY Responsibilities:

- Provide an outstanding wedding experience for our wedding couples and their guests
- Cultivate a climate that is safe and supportive in all areas of ministry
- Assisting with the planning, day-of-coordination, and additional administrative tasks of wedding events
- Ongoing communication with wedding couples to answer any questions leading up to their wedding day

### GENERAL Responsibilities:

- Actively promote and support Fellowship's mission and vision
- Actively seek to add and enhance knowledge regarding developments and current trends in the ministry that will serve the organization's needs
- Communicate concerns and issues to the appropriate individuals
- Display excellent service skills both internally and externally, in person, on the telephone, and e-communication
- Exhibit professional behavior in all facets of work
- Maintain confidentiality and privacy with matters concerning the church, individuals, and other information learned while performing church matters
- Participate and attend meetings as requested
- Participate in the performance management system and focus on goal accomplishment
- Partner with management to ensure the best possible service and effective communications
  - Ensure communications are coordinated and support organizational goals
- Provide superior service by resolving problems efficiently and responding timely
- Recommend policies and procedures
- Seek counsel on financial and project concerns or other issues as appropriate
- Uphold Fellowship's standards

- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support Fellowship
- Perform other duties as assigned

**PERFORMANCE Measures:**

- Accurate and timely processing of work
- Achievement of objectives as outlined by leadership
- Collaborative relationships are developed and maintained with partners and staff (internal and external)
  - Team player that accomplishes work tasks in collaboration with others
  - Ability to change while accepting and supporting management decisions
- Strict confidence and confidentiality
- Timely, accurate and effective management of calendaring and report management
- Arrive and depart from work timely per schedule

**CHARACTER Traits:**

- **Adaptable**—Being a learner that is responsive to and reflective of our changing ministry environment
- **Biblical Integrity**—Displayed in the balance of progressive results and healthy relationships
- **Thriving Follower of Christ**—Living by grace and practicing healthy patterns of loving God and loving others
- **Developer of Leaders**—Being committed to making disciples who make disciples through living in community and mentoring others by identifying, inspiring, and inviting potential leaders into an environment to grow in loving, trust-driven opportunities in order to develop their leadership growth and experience
- **Ideal Team Player**—Practicing the values of humble, hungry, and smart with openness, vulnerability, and trust while keeping short accounts with, supporting, and encouraging your team
- **Involved in Community**—Being an example of what we call each other to in the Fellowship family by practicing the disciplines, submitting to and being sharpened by leadership, and living out the call of Christ in daily life
- **Systems and Strategies Implementer**—Helping lead others to higher capacity and an ability to finish ministry objectives which will help develop systems that will grow our buildings and grounds capacities
- **Vision Steward**—Being responsible for your area with a vision that complements and is consistent with the overall mission and vision of Fellowship

**Qualifications:**

- High school diploma, required
- Knowledge of digital platforms such as Facebook, Instagram, Twitter, etc.
- Familiarity with basic office equipment and functions
- Proficient in MS Office products, as well as Google applications
- A commitment to the local church expressed through involvement and service
- Knowledge of and excitement to support/agree with the mission, vision, values, and statement of faith of Fellowship
- Proficient use of the English language
- Effective communicator (verbal, written, and body language)
- Excellent interpersonal skills; ability to develop positive relationships with others
- Ability to prioritize and manage work to accomplish tasks effectively and efficiently
- Ability to define problems, analyze root causes, collect data, establish facts, and draw valid conclusions
- Ability to take initiative and give consistent and energetic effort

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to sit and stand for extended periods of time
- Hearing and visual acuity within normal range
- Manual dexterity to operate keyboard, calculator, and telephone
- Regularly carry 10 lbs. and occasionally lift up to 50 lbs. (with or without assistance)
- Bending, kneeling, stooping, and walking may be required to carry out job responsibilities
- Travel (via vehicles, public and private transportation, potentially small aircraft), which includes all risks associated with such travel
- *FYI: Office building requires climbing stairs; however, alternate options are available*

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Professional office setting with little discomfort due to such factors as noise, heat, dust, or other adverse factors
- Flexibility in hours is a standard expectation

This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by management.

- I can perform this job without accommodation**  
 **I need an accommodation to perform this job**

Job descriptions are not intended to and do not create employment agreement. Fellowship is an at-will employer.

Staff signature:

Date submitted:

***By checking this box, I verify the above is my electronic signature***