

Ministry Services Coordinator (Communications)

Job Title: Ministry Services Coordinator

Reports to: Communications Director

Department: Communications

Position Overview:

The Ministry Services Coordinator position plays a key role in the strategic management of the church ministry communications. This role uses project management skills to assist in building the relationships with ministry teams and the creative services team (communications) to create effective communications for selected audiences.

Status: Full-time (40 hours); Non-exempt

Responsibilities

- Meets with ministry teams to build understanding of the ministry, their target audience and their needs, etc.
- Works to educate ministry teams on communication processes, standards, and best practices.
- Presents finds (above) to Creative Services (communications); discusses needs, time requirements, costs, etc.
- Develops communication strategies with ministry teams; assists with execution for overall strategy and projects within strategy.
- Interfaces with Creative Services team to develop specific deliverables:
 - Creates detailed schedules and sets timelines.
 - Monitors progress on projects to keep them on schedule.
- Outsources projects as necessary.
- Provides updates to ministry teams and Creative Services & Marketing Manager.
- Presents creative work to ministry teams; works on revisions and archives final projects.
- Conducts evaluations with ministry teams on quality, effectiveness, timeliness, and overall satisfaction.
- Support staff communications needs administratively, including major print jobs, onboarding/offboarding, etc.

Position requirements



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

- Must have an active and growing relationship with Jesus Christ with a passion to see more people around the world connecting with Him and each other.
- An associate's or bachelor's degree in marketing, communications, web media, graphic design, project management, or related field.
- At least (1) year of experience in project manager, account executive, copywriting, digital marketing, or communications; experience overseeing complex communications strategy a plus.
- PMP Certified a plus.
- Ability to discern needs, get to the overall objective, and support as necessary.
- Must have strong writing and editing skills for both print and digital media.
- Proficient skills in CMS, Google tools, marketing strategy and more.
- Proficient skills in Adobe Creative Suite: Photoshop, InDesign, and Illustrator is a plus.
- Ability to manage multiple projects at one time.

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

Come and See – Go and Be

We will partner with the congregation in doing Kingdom work. The staff 's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.