

Gymea Baptist Church Ministry Role Description

ROLE

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.

RESPONSIBILITIES

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.

NOTE: This is not a worship leader role.

SKILLS AND CHARACTERISTICS REQUIRED FOR THE ROLE

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
- Experience in church music ministry

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

Musicality is not necessary, but is desirable.

LINE OF RESPONSIBILITY

The Services Coordinator will be responsible to the Senior Pastor.

Expressions of interest can be submitted to Karen.Watkins@gymeabaptist.org.au and close on **Friday December 7.**

Please submit an up-to-date CV with your expression of interest.