

Ministry Team Coordinator Position Description

- 1) Each of the coordinators of the three Ministry Teams will be a representative to and member of the Church Council. There will be a coordinator for each of the three ministry teams:
 - A) Ministry of Spiritual Life and Formation
 - B) Ministry of Outreach and Mission
 - C) Ministry of Stewardship and Resources
- 2) Report to Council on the work of their Ministry Team
- 3) Report back to their Ministry Team on the work of the Council
- 4) Ministry Team Meeting Responsibilities:
 - A) Develop agenda
 - B) Send reminder notification of meetings
 - C) Run the meeting
 - D) Ensure that a note taker is appointed and minutes are kept of each Ministry Team meeting
 - E) Ensure that minutes are sent to the Ministry all Team members, our Program Staff, the Chair of the Church Council and the Clerk of the Congregation.
- 5) Work with their ministry teams to developing annual ministry team goals consistent with the Church's strategic plan
 - a. Participate in all Church planning periodically to develop longer range visions for our entire ministry.
 - b. Keep their ministry team focused on achieving its goals as the year progresses.
- 6) Write an annual report for the Ministry Team summarizing the team's work during the past year, as well as the team's progress in achieving its goals.
- 7) Communicate with and seek input from members of the congregation and staff to identify issues for the team and report back on the work of the team.
- 8) Coordinate projects with other ministry teams where there is overlap.