



Gainesville First

UNITED METHODIST CHURCH

Gainesville First United Methodist Church's Vision

As a church committed to building bridges to Jesus, we will be a community where everyone can gather to worship, grow in their love of God and others, and serve one another.

Gainesville First United Methodist Church's Mission

We are committed to building bridges to Jesus by helping people find their purpose in Christ and a place to belong.

Mission Statement

We are all about building bridges to Jesus Christ

Job Preview – Ministry Coordinator

Ministry Coordinator Specifications

This position will be an opportunity for full-time seminary students to fulfill their contextual educational requirements by being appointed to Gainesville First United Methodist Church (GFUMC) as a part-time licensed local United Methodist pastor or being hired in a staff position for those not seeking ordination.

This position requires:

- A 2-3 year residency commitment
- 15-20 hours per week which includes 5 hours on Sunday morning.
- Attendance at Sunday worship services and extra worship services such as Christmas Eve and Easter.
- A willingness to serve as needed.

Ministry Coordinator Responsibilities

The Ministry Coordinator's main responsibility is to support Adult Discipleship Ministries by aiding in the following:

- Monitor Sunday morning and weekday adult discipleship classes which include ordering curriculum and providing updated communications of church events.

- Coordinate Wednesday night discipleship programs by assisting with scheduling of the various studies, management of the registration process of both the studies and the Midweek Meals, ordering of curriculum, and periodically leading a study.
- Actively participate in the planning committees for GFUMC's churchwide discipleship events.
- Serve on Sunday mornings in various capacities that may include, but are not limited to, supervision of volunteers, periodical liturgist duties, and set-up of special events.
- Attend weekly worship planning meetings, monthly full staff meetings, and bi-monthly Church Council meetings as permitted by seminary schedule.

A Week In The Life of A Ministry Coordinator

An **example** week in the role of a Ministry Coordinator (MC) may look like the following schedule: (Days of the week are flexible based on MC's seminary schedule)

- Mondays the MC will meet with the Executive Pastor to preview the week ahead and follow up on any tasks from the previous week. The MC may need to order new curriculum for a leader of a Bible study. A series of emails might need to be sent, such as: an email to the whole church reminding them to register for Wednesdays Midweek Meals before the deadline; an email to the communications director to request bulletin and social media space for an upcoming discipleship event; and perhaps an email to all the Bible study leaders requesting their curriculum details for the upcoming Disciple magazine. If the MC is leading a study on Wednesday, they might also take time to prepare their lesson.
- Wednesdays' workday may start in the afternoon to ensure the MC is available for the Wednesday evening discipleship programs. The afternoon will start with checking in with the Executive Pastor and reviewing last minute confirmations of meal registrations. The MC might spend time researching possible speakers or other elements that are needed for an upcoming event. The MC might also confirm their responsibilities for Sunday morning and prepare as needed. The MC along with the Associate Pastor will welcome members arriving for dinner. If the MC is leading a class, they will prepare for teaching.
- Sundays begin early with a 7:45am meeting to review logistics of the four services. Lakeside service is 8:30am – 9:30am outside at the lakeside venue; Chapel Service is 9:30am – 10:30am; Modern Service in the Great Room is 10:50am – 11:50am; and the Classic Service in the sanctuary is 11:00am – 12:00pm. The MC's responsibilities on a particular Sunday may include confirming ushers are present for each service; welcome and direct visitors to one of the Navigators; host the Meet the Pastor session at 9:30am which includes setting up the room, welcoming attendees and having them sign in; and periodically serve as liturgist for one of the services which includes delivering announcements, offering prayers, and reading the scripture passages. The main responsibility of every staff member on Sunday mornings, is ensure every single person who enters the doors of GFUMC is greeted with the love of Christ.

Benefits of Working at Gainesville First United Methodist Church

No day will be the same while working at GFUMC. From the four different styles of worship services offered on Sunday mornings, to the multiple discipleship studies available during the week, to the many ways in which to serve the community and beyond, there are a variety of ways to learn and serve. In addition to Adult Discipleship, the ministry coordinator will have opportunities to serve and assist in Children's, Student, Outreach, and Pastoral Care ministries.

The GFUMC staff is diverse in age, gender, background, and even religious denominations, creating a pool of gifts and talents that are used to "build bridges to Jesus Christ". The staff takes seriously its role to execute the business of the church and strive for excellence in the execution of the church's services and programs to create space and opportunity for individuals to develop and nurture their relationship with Christ. GFUMC's staff also has fun with weekly staff lunches, birthday and holiday celebrations, and staff outings.

The ministry coordinator will enjoy having their own office, an onsite workout room, and the church's tranquil lakeside setting.

The benefit from working alongside seasoned pastors and receiving experience across the various innerworkings of a busy, highly functioning church will help prepare the Ministry Coordinator for future appointments within the United Methodist Church or ministry work within any church setting.

Ministry Coordinator Consideration Process

Request for consideration of this position is to be submitted by email to GFUMC's Executive Pastor, Rev. Sandy Skinner at sskinner@gfumc.com. Please include a resumé and brief summary of why you think you would be a great fit for the Ministry Coordinator position.

All interviews will be conducted in person.

Salary compensation is set at \$15 per hour with 15-20 hours per week.
