Family Team Logistics Coordinator

Ministry Description

(Support Staff – 40hr/wk - nonexempt)

**Philosophy of Ministry:** As a staff we will follow Philippians 2:1-8 as a model of Christ-honoring servant leadership. The Creek’s mission (317) is to Love God, Love People, and Make Disciples by connecting people to Jesus through our seven priorities of Worship, Gospel, Kingdom, Scripture, Identity, Community, and Generosity.

**Accountable to:** Family Pastor

**Vision Statement:** Equipping the next generation to know, love, and follow Jesus and His Word. Shepherding our community toward Christ-centered marriages and families.

**Top Priorities:**

1. Administrative Systems, Processes, and Updates
2. Logistics for Programs, Trips and Events
3. Calendar and Budget

**Duties:**

* Connect students and families in their next step towards pursuing Jesus
* Manage recruitment, onboarding, and development of leaders
* Manage the Family Team budgets
* Manage the Family Team calendar
* Manage Family Team database in Rock
* Coordinate logistics for Family Team programs, trips, meetings, and events
* Assist team members with copying and printing as needed
* Collaborate on security checks with HR
* Collaborate and assist with Family Team Creative Coordinator
* Collaborate with other ministry teams
* Attend weekly staff huddle and monthly staff gatherings
* Uphold staff operational values – Prayer, Purity, Humility, Honor, Creativity, Excellence, Family, and Fun
* Available for all Christmas and Easter services
* Committed to all elements of the staff covenant
* Other duties as assigned