

**EASTRIDGE CHURCH
MINISTRY LOGISTICS COORDINATOR
JOB DESCRIPTION**

REPORTS TO: Executive Pastor directly, Lead Pastor ultimately.

WORKS WITH: Lead Pastor, Executive Pastor, Business Director, Executive Assistant to the Lead Pastor, Executive Team, Pastoral team, office team, Eastridge Church Board, Eastridge Church congregation and the local community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Office Management

- Order office supplies
- Develop and maintain a budget for office supplies, equipment, and operation
- Oversee the operation and maintenance of office equipment – printers, copiers, postage meter, telephone system, etc.
- Order ministry supplies – communion, anointing oil, altar packets, birthday and anniversary cards, offering envelopes, grief packets, baptismal certificates, new baby cards, etc.
- Supervise the duties and schedule of the Receptionist(s) and filling in when needed.
- Print bulletins for both campuses
- Print Run Sheets for both campuses
- Oversee and execute all in house print jobs for church wide events and major departmental events
- Recruit and schedule volunteers for office projects

2. Database Management

- Serve as the Champion for Church Management Systems and database
- Input data from Check In/Connect Cards – guest information, prayer requests, praise reports, event sign ups, questions, comments, and requests for information
- Input attendance for weekend and midweek services and classes
- Run reports for staff meeting – Prayer Request Report, Pastoral Care Report, Absent Report, Attendance Report
- Run reports for Pastors and Directors as needed
- Create people lists out of guests and altar responses each week
- Send email reminders to targeted individuals for classes – NEXT, Water Baptism, Alpha, etc.
- Set up and manage sign ups for events
- Run additional reports as needed to aid in church-wide ministry

3. Assistant to the Executive Pastor

- Manage the Executive Pastor's calendar and schedule appointments
- Print agenda, calendars, and reports for Staff Meeting

- Take notes in Staff Meeting and distribute electronically following the meeting
- Assist the Executive Pastor in following up on all action items from Staff Meeting
- Assist the Executive Pastor in onboarding new employees
- Provide administrative support for all ministries that the Executive Pastor oversees – Adult ministries/classes, Celebrate Recovery, Solutions classes, Missions, Men’s Ministries, Membership, Ministry Placement, etc.
- Prepare Membership Roster for Annual Business Meeting and lead the bi-annual membership renewal process
- Prepare for Water Baptisms
- Prepare Communion
- Prepare for Baby Dedications
- Prepare Board Meeting packets – print and distribute
- Provide administrative support to other Pastors as needed and assigned by Executive Pastor

ESSENTIAL SKILLS REQUIRED FOR SUCCESS: The Ministry Logistics Coordinator must be a positive and hard working person. Strong computer skills and knowledge of word processing, spreadsheet, database, and publication software is necessary. Personal integrity and holiness are part of the job. This is more than a work position it is a representation of the Lord and the ministry of Eastridge. The ability to hold confidential information is vital in this position. A “can do” spirit and a commitment to strong teamwork will open the path for great success.