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## SERVICE & ADMINISTRATIVE COORDINATOR

*Key characteristics: organized, responsible, fun, clear, relational, detailed, planner, proactive, good communicator, relaxed.*

*Key Responsibilities:*

- *Coordinate Sunday Meeting Point*
- *Lead Communications*
- *Support Leadership Team*
- *General Administration*

*See detailed description of work tasks below:*

### Meeting Point

- 1. Coordinate the Sunday Service Meeting Point:**
  - a. Oversee the team leaders who run Meeting Point: hosts, beamer, sound, translation, coffee, and tea.
  - b. Recruit, train, deploy, monitor, and nurture team leaders
  - c. Anticipate weekly needs, support them
  - d. Schedule teams and support and resource leaders
  - e. Send out weekly service roster (email)
  - f. Check in weekly at MP with team leaders regarding tasks. Put out “fires” when necessary.
  - g. Also check in with kids, teens, crèche, worship, preaching overseen by other leaders.
- 2. Support Special Meeting Point Events** (e.g. baby dedications, baptisms, new member prayer, communion, etc.) based on the church calendar. This will include:
  - a. Communications to participants
  - b. Executing certificates + gifts for these special events
- 3. Communications Liaison with the Church**
  - a. Weekly check-in regarding Meeting Point
  - b. Email them regarding our special events
  - c. Respond to landlord requests shared by the Board liaison to the Landlord and share Vineyard Amsterdam requests.
  - d. Follow up with weekly post-Meeting Point administration, i.e.: the volunteers who do them.
  - e. Follow up with team leaders: providing feedback, encouragement to grow and develop, and support when help is needed
  - f. Plan and lead the team of volunteers with CT to plan special services.

### Communications

- 1. Lead the Communications Team;**
  - a. Work with team to create goals and align 365 communications strategy + communications calendar.
    - i. Unified plan across communicative elements like website, slides, Sunday bulletin, brochures, flyers, social media, etc.
  - b. With communication team: ensure that our values as a church are seen in verbal communication and through events
  - c. Keep track of calendar, anticipating upcoming events, point with communication team to see projects completed according to timeline.

**2. Meeting Point Communications:**

- a. Anticipate when information needs to be updated or printed
- b. Weekly Announcements
- c. Schedule 2-minute story or something similar
- d. Schedule announcement, announcement person
- e. Write, edit, print communications
- f. Inform communication team about slides for the weekly service PowerPoint

**3. Monthly Newsletter:** gather articles & announcements, translate (or have translated), edit, send monthly newsletter

**4. Other Tasks**

- a. Coordinate Ad hoc translation for various written communications.
  - i. Work towards creating translation team (written/verbal).
- b. Editing and printing written communication for various meetings and events (Explore VA, flyers for MP, member meeting, etc.)
- c. Prepare (with Finance Lead) and send bi-annual financial reports to the church community

Leadership Team Support

**1. Annual Calendar**

- a) Support leadership team in developing the annual calendar

**2. Event Support**

- a) Provide coordination and support to teams for events such as: Member meetings, Community Groups, Christmas Play, Explore Vineyard Amsterdam, Community Lunches; and other projects that develop.
- b) Schedule locations for events
- c) Send invitations and manage RSVPs for events
- d) Communicate with team leaders

General Administrative duties

- a) Update member database (with welcome team)
- b) Administrate financial receipts
- c) Deposit offering into bank
- d) Support pastor with various administrative tasks
- e) Process incoming (e-)mail (with leadership team)