



## COVENANT CHURCH

Covenant Church has an immediate opening for an experienced part-time **Campus Volunteer Coordinator** at our Cross Roads campus. The Campus Volunteer Coordinator is responsible for personally connecting with members, discerning in what areas of the church their particular gifts and experiences will flourish and leading them through the process that properly positions them for serving. ***This position is part-time working approximately 25 – 29 hours week.***

- process all Volunteer Ministry Applications
  - ensure that all applicants complete the 5-7 step volunteer process
  - successfully connect all applicants to the area of service they desire to serve with
  - identify other 'touch point opportunities' (ex. baptism)
- process all background checks for volunteers
  - work with Security Director as needed to verify eligibility to serve
  - communicate with Campus Pastors and applicants when an issue needs to be addressed
- manage the MinistrySafe control panel
- help members determine what their gifts, talents, and abilities are and then match them with the best service opportunities
- keep Volunteer Ministry Application up to date with service opportunities
- process paperwork for all volunteers needing access to Covenant computers
- actively recruit new volunteers
  - identify those that are not currently serving and encourage involvement
  - work with other ministry area leaders to identify potential volunteers
- maintain accurate records in F1 to reflect volunteer involvement
- manage volunteer requirements for all active volunteers
  - background check re-run every two years
  - MinistrySafe re-run every two years
- provide monthly reports to Campus Pastors
  - number of current volunteers
  - number of new applicants
  - number of new volunteers

### **Spiritual Growth Path**

- manage the on-line sign-up forms
- identify those in the congregation that could benefit from the classes and extend invitations
- follow-up with all class participants to let them know what their Next Step is
- follow-up with all class "no shows"
- provide monthly reports to Campus Pastors
  - number of sign-ups v number of participants
  - number of new members
- track assimilation of all guests (first time guest > participation in Spiritual Growth Path classes > membership > join a Small Group > begin serving)
- provide support for the Serve With Purpose class each month
  - arrange for Connectors
  - have class materials ready
  - place event in Event U
  - process all paperwork received at the class
- maintain accurate records in F1 (class participation and connections)

**Campus F1 Power User**

- attend monthly Power User meetings
- assist Covenant employees as needed with F1 questions

**Community Life Team Member**

- coordinate and/or assist with all Community Life events
  - MakeAWay
  - outreach
- monitor and work the following mailboxes
  - Life Teams
  - juve
  - outreach
  - Life Teams volunteers
  - interior conference room
- update Community Life events on the website (Women's Ministry, Singles 30+, etc.)
- staff liaison for some Community Life Elders
- request printed materials as needed for Community Life
- assist other team members as needed
- send out mass emails as requested by other ministry areas