

Logistics Coordinator

Location | Lansing

FLSA Classification | Part-Time (25 hours/week), Non-Exempt, Non-Commissioned

Reports to | Campus Pastor

Influenced by | Facilities Champion

Position Summary:

This position is responsible for coordinating the operational details and organization at the campus as well as supervising the Facility team members that maintain our spaces and host campus activities. Helping people take next steps with God by maintaining and presenting excellence and professionalism at the campus. This position is one that requires attention to detail, management of tasks through staff development and leadership, and requires a mix of hustle and creativity. The Logistics Coordinator reports to the Campus Pastor.

As a 2|42 Community Church Staff Member:

- Meet 2|42's Leadership Expectations
- Attend "All Staff", campus and department meetings, campus staff and Leadership Community events.
- Respond to all correspondence (*email, voicemail, Slack, etc.*) within 24 hours
- Lean on the systems and resources provided by 2|42 community Church (our databases, leadership pipeline, and any cross-campus interactions)

What To Expect From Us:

- Clear expectations for your leadership, ministry impact, and work-flow
- A work environment that will challenge and inspire you to be the best follower of Christ you can be (*ex: Jesus first, then spouse, then family, then ministry*)
- A leadership team that trusts you
- A leadership team committed to being led by God to impact our communities
- Coaching and support for your God-given calling
- A church that encourages and fans your gifts and talents

Job Responsibilities include but not limited to:

- **Facility Team Supervisor**
 - Recruiting, hiring, and supervising the Facility Team
 - Setting goals, regular performance reviews, scheduling and approving payroll hours.
 - Arranging coaching opportunities for the Facility Team with the Facility Lead on how to provide a welcoming environment for guests and how to maintain the building and property
 - Recruit and coordinate volunteer days of service
 - All other duties as assigned
- **Event and Rental Logistics**
 - Utilizing the facility and rental opportunities as a 1st impression for 2|42 to connect with the community
 - Maintain campus calendar on CCB for facility use

- Be the point person and/or leader of the point people for all non-ministry events happening within the facility.
- Manage the physical resources of the campus (equipment, inventory, usage, etc.)
- Secure rental agreements, payments, and acting as a point of contact
- Work with ministry staff to execute excellent events by making sure they are booked appropriately with rooms and resources so that they can engage a variety of age, interest and life stages with clear, concise next steps.
- Weddings: Coordinate with pastors (if requested) to officiate the ceremony and handle the collection of fees for officiant
- Recruit and manage the paid childcare staff for ministry events with the input from 2|42 Kids staff

Goals

- Work with the Campus Pastor to help set & achieve term goals.

Personal Characteristics:

- Commitment to Jesus Christ (personal faith and devotional life).
- A passionate love for the church and a healthy understanding of its history.
- Solid commitment to the authority of Scripture and a well-developed personal theology.
- Clear personal and professional vision.
- Great recruiter and trainer of others. (loves recruiting)
- A team player-able both to follow and lead.
- Serve as a role model in personal life.

Desired Qualifications:

- Proficient computer skills and working knowledge of Google Suites
- Working knowledge of social media

Character:

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of the church and campus, and have a commitment to maintaining healthy and accountable relationships. A Christ-honoring lifestyle marked by, servanthood, generosity, joy, a love for bible study and prayer. A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

Competency:

Outside of the expectations listed above, other leadership competencies are required: team building, vision-casting and training leaders for ministry; ability to thrive in a fast-moving environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leader of leaders; effective communicator to adults of all ages; proven effectiveness in a multi-staff & multi-campus setting; able to connect with people across generations.

Cultural Fit:

All Ministry positions at 2|42 work in a team. You will need to work well with existing team members and align to decisions that are made, even if you don't agree with them. A good team member has open and honest conversations, allows tensions to exist within the team but

always supports the team's decisions and directions outside of the team meetings. Relational intelligence will be a key component to ensuring collaboration with the ministry teams.

Employee:

Reviewed by:

Signature

Signature

Printed Name

Name and Title

Date

Date

WHY WE DO WHAT WE DO (MISSION STATEMENT): Helping people take next steps with God.

WHAT WE DO: Celebrate (Me & God), Connect (Me & The Church), Contribute (Me & The World).

HOW WE DO IT: The Nine is a ministry strategy that acts as a road map to help people take their next steps with God. It recognizes that people grow one step at a time and each of us have different steps to take. The Nine also assists us as an organization to make consistent and discerned decisions as it becomes the filter with which we structure our ministry priorities. The goal is to reach unbelievers and train them to become missionaries to their unique people group.

