



CFBC Ministry Co-ordinator Job Description

Ministry Coordinators fulfill a special role at CFBC giving direct oversight to specific ministry areas. Each ministry will have its own unique needs but these are the over-arching responsibilities and qualifications. Each coordinator will be accountable to a liaison assigned by the Leadership team. The liaison will be responsible for communicating needs and questions to the board for each ministry as required.

Responsibilities:

- Meet with Leadership Team assigned liaison prior to the start of the ministry year and throughout the year as appropriate for your ministry.
- Submit all ministry expense claims to Leadership Team liaison in a timely manner.
- Submit all expenses in excess of \$100 to Leadership Team liaison for pre-approval.
- Prepare and submit an annual report for the AGM.
- Prepare yearly budget requests to be submitted to Church Administrator during budget planning time.
- Schedule necessary team meetings. The purpose of which will be to give and receive input, to brainstorm new ideas and build relationship.
- Coordinators of ministries for minors are responsible for ensuring current CFBC Child Protection Policies are adhered to and that all volunteers have been passed by the screening committee.
- If your ministry involves a teaching component, materials are to be chosen with approval of the Lead Pastor or designate.

Qualifications:

- An active member of CFBC
- Willing and able to recruit and train volunteers for their ministry area
- Able to motivate others.
- Able to manage scheduling for their ministry.

Completion of Ministry

- Upon completion of service as a CFBC Ministry Coordinator, all ministry materials and contact information will be returned to CFBC.