



Job Description

- Position:** Ministries Coordinator, Bolingbrook Campus - TBD
- Reports to:** Campus Pastor, Bolingbrook Campus – Mark Lennox
- Schedule:** Part-time (1,050 hours per fiscal year; est. 20 hours/week, to include weekend hrs) / Hourly, Non-Exempt
- Language:** Bilingual Spanish and English

Employment

Classification: Coordinator/Manager (C)

We have our aim of making disciples of Christ at The Compass Church. This happens in many different environments and ministries of the Campus. This person must be passionate about life transformation and ministry. They should have a passion and understanding for how discipleship takes place in the local church in different departments and ministries.

This person must have a combination of being able to work on a team with others as well as a servant's heart to do ministry. They will report to the Campus Pastor but work with other staff members to achieve objectives as needed. They should have a combination of administrative giftedness as well as at least one of the following spiritual gifts in shepherding, evangelism, leadership or teaching. This person will be responsible for specific ministries and activities within departments and must be able to adjust to different roles within Student Ministries, Spanish Ministries and Adult Ministries.

Responsibilities:

- Lead different aspects of ministries in Students, Adults and Spanish Departments as called upon.
- Prepare and lead events or aspects of events for Department activities such as worship, youth sport/fun activities, Small Group Celebration, teaching and organizing outreach campus events.
- Able to perform teaching, shepherding and evangelistic activities as needed and when possible.
- Required bilingual - Spanish and English
- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.