



## THE ORCHARD

**Job Title:** Campus Ministries Coordinator – Vernon Hills  
Part Time (24 hours per week) – Nonexempt – Non-Ministerial

**Reports To:** Campus Pastor – Vernon Hills

**Purpose:**

The purpose of this position is to provide administrative and program support for the Campus Pastor and other members of the campus staff as needed.

**Campus Management Responsibilities: (75%)**

- Provide professional communications in written, verbal, and electronic mail format to support overall ministry activities as assigned by the pastor.
- Oversee the Connection Card process, ensuring that attendance is accurately tracked, prayer requests are collected and distributed, and requests are answered in a timely way.
- Perform tasks necessary to compile and distribute mailings and communication materials for selected groups.
- Assist staff pastors and directors with planning and administrative tasks related to church wide activities throughout the ministry year, including the creation/management of documents, spreadsheets, databases, and communication plans.
- Liaison well with lay leaders, volunteers, and staff members as needed.
- Assist with purchasing and payment of bills while helping to manage expenses within the financial plan for the ministry.
- Schedule meetings, take meeting minutes, and make necessary calls for campus ministry activities.
- Perform campus phone and/or front desk receptionist duties as needed.

**Ministry Specific Support: (25%)**

- Responsible for ordering and maintaining classroom supplies, ensuring all classrooms have the needed and necessary teaching materials.
- Maintains a database of personal history for each child, including allergies, etc.
- Provides support for additional Children's Ministries events, including volunteer coordination, purchasing, and during-event management.
- Develop an information base to track the progress of non-assimilating attenders and to prompt appropriate steps of assimilation.
- Assist with the planning and support of special activities geared toward meeting people, such as pastor coffees, newcomer's receptions, lunches, "foyer greeting," etc.
- Occasional weekend onsite support for semiannual membership meetings, volunteer training events, and other church gatherings.

**Qualifications:**

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage.
- Three plus years of ministry experience desired.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers.
- Demonstrate professionalism through appearance, attitude, and personal interactions.
- Self-motivated and able to initiate projects and work independently.

- Strong computer literacy in order to complete necessary tasks within various software applications.
- Microsoft Office 365 experience a plus with aptitude/ability to learn new software programs.
- Positive and supportive attitude.

**Salary Range: \$18-\$20 per hour based on skills and experience**

**To apply for this position, please send your resume along with a cover letter to  
employment@theorchard.church**