

Coordinator – Experience & Special Events (Appleton)

Team: Ministry Team, Operations Team, Staff & Organizational Development Team

Supervisor: Director – Staff & Organizational Development

Direct Reports: none

Status: Full-time (40 hours per week) – non-exempt. Hours include nights and weekends.

Position Summary

Connecting the world with God and one another by coordinating guest services to help attendees take next steps and special events that help people engage with our mission and vision.

Individual Responsibilities:

- COORDINATE OPPORTUNITIES FOR CONNECTION
 - Serve as Appleton lead for guest services during weekend services.
 - Identify next steps for attendees by sending follow-up or making introductions.
 - Administrate and provide hospitality for connections classes.
- COORDINATE SPECIAL EVENTS
 - Mobilize volunteers to support churchwide special events such as Christmas, Easter, Vision Campaign, and Missions Conference.
 - Partner with the facilities team to build and create church design projects.
 - Coordinate and assist with other ministry event coordinators as needed.
- MAINTAIN MINISTRY ENVIRONMENT & SYSTEMS
 - Ensure signage is properly placed, and gifts and materials are accessible.
 - Partner with location staff to grow involvement in Groups or service opportunities.
 - Process weekend connection cards.
 - Manage welcome desk resources.
 - Provide feedback to the Central team on proposed strategies and improvements.
- OVERSEE VOLUNTEERS & TRAIN VOLUNTEER LEADERS
 - Schedule and communicate with volunteers and team leads.
 - Plan and lead pre-service and pre-event huddles.
 - Train new team members and maintain a list of active teammates.

Position requirements:

- Firm commitment to the Alliance Church statement of faith, core values, and mission.
- Strong interpersonal skills with the ability to interact with a variety of attendees in a positive, courteous, and professional manner.
- Teachable spirit with an eager readiness to serve.
- Guest or customer service experience preferred.
- Some experience in a church ministry context is preferred.

Time requirements:

- Schedule varies.
- Requires flexibility and availability to take calls before/after normal office hours.



STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
Strategic and Effective	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
Felt Needs First, Prescribed Needs Second	We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.
Come and See – Go and Be	We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
Healthy Relationships	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
Servant Leadership	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
Stronger Together	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.
Complementarian	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
Healthy Leadership	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.
Equip Future Leaders	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.