

# **One by One Ministries, Inc.**

## **Position Description**

***Position Title:*** Church Coordinator (Volunteer)

***Standard of Christian Commitment:***

The goals and mission of One by One Ministries, Inc., mandate that all personnel must demonstrate a love and commitment to the Lord Jesus Christ. Every participating team member shall be an active and faithful member of a local church of believers in Jesus Christ as Lord and Savior. It is expected that conduct becoming a follower of Jesus Christ will be portrayed in the community at large.

***Basic Function:*** To administrate the One by One ministry in the local church where the coordinator is a member.

***Specific Duties: (about 4 hours a week)***

- To attend all training events where members of your program are present.
- To interview all possible candidates for Mentors in your program before training is allowed.
- To keep all records and forms up to date and seeing that the needed forms go the main office of One by One Ministries.
- To receive the monthly newsletter from the One by One office and distribute it to all mentors, email or postal.
- To maintain regular contact with mentors, for encouragement and support.
- To work with the Church Staff assigned to this ministry.
- To encourage awareness and education of this ministry to the Church Family.
- To maintain a budget with the assigned staff member for this ministry.
- To keep all records and information on Mentors and Clients confidential.
- Process all Mentor applications and background checks.
- Distribute all materials and curriculum to trained mentors.