

Church Doctor Ministries

Position Description

Job Title:	Ministry Consultation/Event Coordinator
Reports To:	Ministry Leader
Location:	Corunna, Indiana

POSITION SUMMARY: The Ministry Consultation/Event Coordinator will perform a number of diverse duties required for the advancement of the core mission of Church Doctor Ministries. This position requires exceptional communication, organization, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian with a heart for helping churches, pastors, and ministry leaders become more effective in the implementation of the Lord's Great Commission to make disciples of all peoples.

Primary Responsibilities and Duties:

1. Follows up on proposal/contracts to secure dates following calendar planning and hold to procedures.
2. Ensures all pages of contract are filled in completely and distribute copies of contract to respective team members working on the consultation.
3. Act as the CDM internal consultation coordinator for the client church, coordinating all incoming and outgoing communication specifically for clients.
4. Schedule and coordinate all HCT! activities and events in the HCT! process; includes coaching calls, follow up phone calls, metrics reports, teaching events, return visits.
5. Serve as consultation resource support for all client churches. Researches and sources out materials to be used by churches in the implementation of action plans.
6. Holds consultants/coaches and client church accountable to keeping each HCT! Pilgrimage and other consultation services on track according to each church's flow chart.
7. Works with appropriate staff team members for scheduling, production flow charts, and consultant travel.
8. Works with team to schedule teaching events and workshops. (beyond those already contracted by clients) Manages registration and follow up for each event.

9. Works with ministry leadership on planning and organizing special events and initiatives related to advancing the vision of the ministry. Includes planning and organizing mission immersion excursion trips locally and internationally.
10. Other duties as assigned.

MINIMUM SKILL QUALIFICATIONS:

- Computer skills – Microsoft Office Products, database management, internet use
- Operation of office equipment – multi-line telephone system, copier, printer, fax machines
- Excellent communication skills, organizational skills, effective management skills, and extreme attention to detail
- Ability to learn new things quickly and adapt to changing ministry environment