

*We exist to exalt Jesus Christ, become His fully devoted followers  
and share His grace and truth with all people.*

**COORDINATOR OF SPIRITUAL FORMATION (ADULT MINISTRIES)  
SALEM ALLIANCE CHURCH**

Department: Adult Ministries/Spiritual Formation  
Supervisor: Associate Pastor of Spiritual Formation  
Supervises: No  
Volunteers: Recruits, Develops, Places, Encourages  
Exempt Status: Non-Exempt  
License Requirement: No

**GENERAL STATEMENT OF DUTIES:** Within the mission statement of Salem Alliance Church and under the general supervision of the Associate Pastor of Spiritual Formation, the Coordinator of Spiritual Formation, works independently or leads teams of volunteers and employees, enhances the effectiveness of the designated ministry area by providing administrative, program and/or ministry support.

**DISTINGUISHING FEATURES OF POSITION:** Receives general supervision from the Associate Pastor of Spiritual Formation. The Spiritual Formation Coordinator works in collaboration with a team to coordinate, plan and implement healing prayer, soul care and other activities and events for the healing prayer team. The Spiritual Formation Coordinator is distinguished from the higher classification of Pastor of Spiritual Formation who provides oversight and leadership to maintain the vision and overall programming. The considerable emphasis and focus of this position on coordination of volunteer teams differentiate this classification from the lower level Ministry Assistant classification.

**CORE JOB FUNCTIONS:** An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Healing Prayer & Soul Care Ministries
  - Coordinate and assist in the oversight of healing prayer ministries
  - Practice listening prayer and healing prayer in sessions with staff and congregants
  - Create a hospitable environment where people feel welcomed and encouraged to be part of healing prayer team
  
2. Administrative Support
  - Support scheduling, event planning, room reservation, credit card processing and other needs as identified by Pastor of Spiritual Formation
  - Responsible for monitoring project expenses within budgetary limits; involved in designing annual budget for spiritual formation
  - Interact with other departments and the broader church/community to advocate for healing prayer ministries
  - Maintain accurate data within church database as it relates to spiritual formation
  - Ensure the registration process is easy for staff, volunteers & members; effectively work with other staff to build solid registration processes
  
3. Volunteer Management

- Recruit, train, direct and encourage volunteers for programming
- Mentor, develop, coordinate and support volunteer leaders to encourage effective leadership
- Coordinate regular communication with volunteers regarding weekly activities, events and training
- Oversee materials prep related to events ensuring volunteers are completing it accurately and in line with the mission and vision of Salem Alliance
- May support volunteer coordination for other adult & family ministry areas as needed

#### 4. Pastoral Care/Support

- In partnership with the other pastors on staff, provide pastoral care to Salem Alliance attendees as needs arise
- Serve as pastoral care specific to pre-marriage counseling
- Conduct assessments and make referrals for individuals requiring other community services and professional counseling
- Maintain a high level of confidentiality for all that are involved in or are coming to this ministry for care and support

#### 5. Marriage Ministries

- Collaborate with the ministry team to develop and implement the vision for marriage ministries
- Plan, implement, promote and assess the ministries for pre-marital counseling
- Assist in recruiting and supporting team leaders in marriage ministries
- Consult with, provide guidance to, and exchange ideas with group leaders

**ESSENTIAL JOB FUNCTIONS:** An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in developing and implementing the annual ministry budget
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

**MINIMUM POSITION REQUIREMENTS:** Completion of High School diploma or GED; completion of at least two years of college with preferred emphasis in administration, spiritual formation or related fields; three years’ experience in recruiting, training, and developing volunteers with preferred experience in a church or non-profit setting; or a combination of education and experience that provides the:

**Other Requirements:**

1. Regular attendance at worship services of Salem Alliance.

2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

**PHYSICAL, EMOTIONAL & MENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment in a classroom, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to participate in activities with physically active adults and to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evenings, weekends and holidays, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may drive several times each week to attend off-campus meetings, trainings and church events. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee is required to work closely with and gain the cooperation and involvement of a diverse group of people from various cultures and various personal habits.