



## Sacred Service Ministry Coordinator Position

**Purpose of Position:** To build a program of sacred service throughout our spiritual community by engaging members in the spiritual calling of sacred service, through invitation, enrollment, and empowerment. To be the major connecting link between members' spiritual gifts and opportunities of Sacred Service through our spiritual community; to organize and maintain information regarding Sacred Service positions and Sacred Server.

**Reports to:** Senior Minister

### Key Responsibility Areas:

#### 1. Plan and Coordinate periodic spiritual gifts discovery\* and Connect and Match Sacred Service Ministries with Sacred Server

- Assist members and new members in completing the Spiritual Gifts Discovery Process \* to assess their Sacred Service interests, as well as specific skills and abilities.
- Provide information to potential Sacred Server regarding Sacred Service positions.
- Match members and new members with UoSB Teams and other service positions in the church.
- Update each member's interest profile at least every two years

#### 2. Create and Organize ministry descriptions

- Maintain a list of UoSB Team roles and duties. By using Ministry Opportunities template\* to assist ministry team leaders to create service roles
- Develop new service roles, as needed, in coordination with the Minister, Board of Trustees, Ministry Team Leaders and/or the Administration

#### 3. Provide follow-up with Sacred Servers and Team Leaders

- Follow up to make sure Sacred Server has connected with Ministry Team leaders and receives orientation.
- Check back periodically with Sacred Servers to see how things are going and determine how well their ministry position fits their gifts, affinities and abilities.
- Offer opportunity to explore other options if the initial placement proves to be inappropriate for any reason.
- Facilitate transitions for Sacred Servers from one service position to another.

#### 4. Guide and mentor Sacred Servers

- Provide Sacred Servers with support as they begin their ministry service
- Provide ongoing support to Sacred Servers and Ministry Team/service area leaders

**\* Spiritual Gifts Discovery is a discernment program under development and will be a part of**



***this position at a later date.***

- Provide opportunities for Sacred Servers to reflect on their sacred service experience and see the connection between sacred service and spiritual development
- Plan and implement Sacred Service training events.
- Plan and implement Sacred Service appreciation events.
- Identify Ministry Team Leaders replacements as needed and communicate recommendations to board of trustees, and provide orientation for their new role.

#### **5. Maintain and Promote a database of Ministry Descriptions**

- Maintain a list of all sacred service positions within UoSB
- Keep list of all sacred service positions updated and readily available on UoSB website, and in SignUp.com.
- Prepare open Sacred Service Ministry Position opportunities for publication on email blasts, Sunday PowerPoint, or Sunday bulletins, as needed.

#### **Qualifications Required:**

- Understands and embodies sacred service - knowing that service is essential to UoSB mission of inspiring people to “realize and express their divine nature”
- Has good understanding and appreciation for individual spiritual gifts and the importance of matching them with the Sacred Service position
- Familiar with all UoSB functions and has good relationships with leaders
- Has highly developed organizational and interpersonal skills, outstanding communication skills, and computer database management skills.
- Responsible and dependable, with the ability to be flexible (go with the flow)
- Ability to meet deadlines and respond to requests in a timely manner.
- Is outgoing, a “people person”
- Thoughtful, warm and caring listener
- Able to discern people’s interests and potential
- Knowledge of sacred service opportunities to discern effective potential matches

**Time required:** to be determined. Estimate 10-15 hours per week.

**Compensation:** \$18-\$20 /hour depending on qualifications and experience. Evaluation and salary review after 90 days.