

**JOB TITLE:** Growth Track Coordinator  
**CLASSIFICATION:** Full Time Non-Exempt  
**DEPARTMENT:** Growth Track Ministry  
**REPORTS TO:** Growth Track Pastor  
**EFFECTIVE DATE:** May 2024

## OUR VISION

We are here to communicate a message of hope and to remove barriers that prevent people from fulfilling their God-given destiny. We actively pursue becoming an added-value, multiracial church that influences the community through the good news of Jesus Christ.

## JOB DESCRIPTION

The Growth Track Coordinator is responsible for managing vital parts of the Growth Track Program to include, Small Groups and Water Baptism. The coordinator will augment the Growth Track Pastor by playing a pivotal role in fostering spiritual growth and community within the church. This position focuses on overseeing the development, coordination, and support of small groups, discipleship classes, water baptism, and training initiatives within the growth track program. The coordinator will recruit, equip and support small group leaders, facilitate discipleship classes, and provide training opportunities, while collaborating with various church departments to ensure alignment with the overall mission and vision.

## DUTIES AND RESPONSIBILITIES

### Summit Groups Program Development

- Develop and refine the growth track curriculum for small groups, ensuring it effectively engages participants and aligns with Summit's mission and values. This includes researching various vendors to source appropriate curriculum.
- Create processes and systems to facilitate the assimilation of individuals into various church ministries, small groups, and service opportunities, ensuring they feel valued and integrated into the church family.
- Create and maintain small group schedules, ensuring a balanced and diverse offering of groups.
- Handle participant registrations and maintain an accurate database of small group members.
- Communicate effectively with small group leaders to provide resources, answer queries, and offer support as needed.
- Collaborate with Growth Track Team to organize and execute small group-related events, workshops, and training sessions.

- Coordinate logistics for small group gatherings, ensuring a seamless experience for both leaders and participants.
- Manage communication channels to keep small group leaders informed of updates, resources, and upcoming events.
- Assist in the creation of promotional materials and social media content to encourage participation in small groups.
- Compile and analyze data related to small group participation, growth, and engagement.
- Generate reports to assess the effectiveness of the small group program and identify areas for improvement.

### **Water Baptism**

- Coordinates church water baptisms under the direction of the Growth Track Pastor.
- Provides support for Water Baptism Team
- Ensures coordination with facilities for baptism for water level and temperature checks to ensure acceptable conditions
- Organizes and ensures the volunteer schedule rotation is published
- Tracks registered participants who have signed up to be water baptized
- Gathers day of baptism supplies, pens, registration forms, gowns, and Baptism Certificates
- Controls walk-in registrations for day of baptism
- Ensures used towels are collected and washed
- Follows-up on those who were baptized

Assists Growth Track Pastor where needed.

### **QUALIFICATIONS:**

- Must have a strong personal faith in Jesus Christ
- High school diploma or GED
- Knowledge of Microsoft Office (Word, Excel, PowerPoint) and Office 365
- Excellent organizational/time management skills to include significant attention to detail

### **COMPETENCIES:**

- Multi-tasker required
- Skilled time manager and the ability to prioritize
- Self-starter and independent worker

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

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 the essential functions.

- Regularly required to sit; use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and stoop, kneel, or crouch
- Occasionally ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain stationary (sitting/standing) position for extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Regularly lift and /or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.
- Exert up to 30 lbs. of force occasionally, up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
  - Viewing a computer screen and reading written documents
  - Determining accuracy, neatness, and thoroughness of the work assigned

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SIGNATURES**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

This job description has been approved by all levels of management:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Oversight \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_