

Location Coordinator - Neenah

Team: Neenah Team

Reports to: Campus Pastor - Neenah

Status: Part-Time (20-29 hours per week) Non-Exempt. Hours include regular nights and weekends.

Position Summary:

A go-getter with tenacity and attention to detail who will accomplish the vision of Alliance Church Neenah by executing weekend services, developing volunteer teams, and ensuring clear communication and collaboration between church ministries for alignment and events.

Neenah Team Responsibilities:

- Serves as a team player to execute strategic planning, special projects, launch-related events, Core Team trainings, and other team activities.
- Neenah team members are equal contributors to Alliance Church's vision for church multiplication and agree to pursue multiple professional strengths and God-given spiritual abilities including those not specifically outlined here.
- Commits to spiritual growth through studying God's word, prayer, pursuing accountability, engaging in gospel community, and regular self-care.

Neenah Individual Responsibilities:

- Location Coordinator
 - Oversees planning and execution of weekend services
 - Volunteers
 - Service Order
 - Operations (welcome desk, new here, tithe box, ordering)
 - Coordinates volunteer teams through recruiting, training, scheduling, and communication
 - Meets regularly with key volunteers.
 - Partners with Alliance Church Ministries (e.g., WA, Adult Ministries, Students)
 - Develops and executes organizational systems.
 - Ensures external communication (e.g., fliers, signage, website) is current and accurate
- Administrative Support for Campus Pastor - Neenah
 - Work with Director of Operations to develop and maintain budget
 - Interface with the Neenah Community and schools (e.g., City of Neenah, Principal, Teachers, School District)

Position requirements:

- A committed, growing follower of Jesus Christ.
- Authentic and consistent in his/her own spiritual walk and relationships.
- Maintain family and personal integrity based on II Tim.
- Firm commitment to Alliance Church's statement of faith, core values, and mission.
- Active member of Alliance Church.
- Strong interpersonal skills with ability to interact with people in a positive, courteous, and professional manner.
- Excellent planning, organizational, follow up, and administrative skills.
- Ability to multi-task and prioritize work responsibilities.
- Teachable spirit with an eager readiness to serve.
- Previous ministry experience required
- 3 years of experience in an administrative position required.

Time requirements:

- Schedule varies.
- Requires flexibility and availability to take calls before/after normal office hours.



STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church	Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
Strategic and Effective	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
Felt Needs First, Prescribed Needs Second	We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.
Come and See - Go and Be	We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
Healthy Relationships	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
Servant Leadership	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
Stronger Together	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.
Complementarian	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
Healthy Leadership	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.
Equip Future Leaders	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.