



## Position Description

TITLE: **Strawbridge Sunday Teams Coordinator**

I REPORT TO: **Strawbridge Campus Pastor**

CATEGORY: **Part-Time (20 hours a week)**

SALARY RANGE: **\$19.00-\$21.38/ Hour**

LAST UPDATED: **February 2026**

### Qualifications

- Organizational fit, general skills, and education
  - Embody Grace's values and align with our mission and vision
  - GBC member – plan to become a GBC member if not already
  - Plan to attend the Strawbridge Campus if not already
  - Proficient tech/communication skills and the ability to learn new systems quickly (church database, website, etc.)
- Naturally mobilizes and motivates teams
  - Thrives when leading and mobilizing teams
  - Energized by helping others accomplish a shared vision
  - Able to translate vision into clear, practical action
  - Flexible and adaptive
  - Takes ownership and responsibility
- Relationally capable
  - Relates and connects well with others
  - Team builder and a team player
  - Emotionally and spiritually mature
  - Good interpersonal skills; able to effectively represent Strawbridge Campus to wide group inside and outside the church
  - Able to receive feedback and coaching
  - Able to handle sensitive information and maintain confidentiality of documents and correspondence

### General Responsibilities

- Lead four Sunday teams
  - **Lead the set-up, tear-down, and truck teams** by recruiting and developing leaders, scheduling team members, and maintaining all equipment.
  - **Lead the Strawbridge Guest Services team**, including greeters, ushers, hosts, coffee center, and communion for all Sunday services and some special campus events (Baptism, Worship Nights, etc.)



- **Lead the prayer team** through leadership development, team care, and recruitment.
- **Lead the Safety team** through leadership development, team care, and recruitment.
- Overall Ministry Coordination & Campus Administration
  - Help plan and manage various Strawbridge Campus events, including Strawbridge Staff Retreats, Volunteer recruitment series, Baptism Celebrations, etc.
  - Responsible for transporting supplies from the Lynnhaven Campus to the Strawbridge Campus
  - Travel between campuses on different days of the week for various meetings, including monthly all-staff meetings
  - Attend central team meetings, such as guest services meetings and all-staff meetings.
  - Participate in regular Strawbridge Campus staff meetings and events.
  - This role requires consistent Sunday presence (approximately 7 hours each Sunday)

#### **Ministerial Duties**

As with all staff roles, this position includes supporting the broader mission of Grace Bible Church through prayer, spiritual encouragement, and participation in ministry life.