



## Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

## Summary

Under the direct supervision of the Family Ministry Project Manager, the Database Coordinator will help manage the church database and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

## Essential Functions

### Database Management

- Event-Based Work
  - Create and manage event registrations for department
  - Monitor and update registration rosters, cancellations, and payments (if applicable)
  - Schedule and facilitate room reservations for programming and events
  - Coordinate with other departments for room usage and reservations
  - Update database with information collected from event registrations
  - Input finalized groups and crew assignments after ministers determine placements
- On-Going Work
  - Perform group maintenance/reporting/communications for weekly and monthly non-event/event programming
  - Coordinate with IT department to ensure check-in process operates smoothly
  - Assist with database maintenance as requested
  - Train staff on database processes and updates
  - Assist visitors, or members with access or giving account login
  - Enter and maintain accurate records in Ministry Platform (MP), including attendance and registrations
  - Generate reports and track ministry engagement metrics (e.g., new families, follow-ups, attendance trends)
  - Manage annual age-based promotions

## Competencies

- Microsoft Office
- Database experience, with Ministry Platform and/or SQL experience preferred.
- Exceptional attention to detail
- A deep love for Jesus Christ and a passion for serving children, students and families
- Strong interpersonal and communication skills with the ability to inspire and motivate volunteers
- Highly organized with excellent time management and multitasking abilities
- Familiarity with family ministry programs
- Ability to work collaboratively as part of a team and adapt to changing needs

## **Supervisory Responsibility**

This position does not have any supervisory responsibilities.

## **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

## **Position Type and Expected Hours of Work**

This is a non-exempt part-time position at 20 hours per week. Office hours will be set with some flexibility. Weekly expectations include consistent presence in staff meetings on campus. Occasional Sunday work is required.

## **Travel**

No travel is expected for this role.

## **Required Education and Experience**

- Bachelor's degree in an appropriate field or equivalent years of experience.
- 3 or more years of relevant experience

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume and statement of faith to [resume@standrewmethodist.org](mailto:resume@standrewmethodist.org)