

RESOURCE CENTER COORDINATOR

Responsibility To: Worship Pastor

Job Description:

Purpose: To provide/coordinate a center for worship, teaching and resource materials which will service personal, small group and corporate needs. To do this by recruiting, training, and scheduling people willing to serve as store clerks. To provide this service with financial responsibility.

Tasks:

1. Staffing Resource Center.
 - a) Responsible for recruiting at least 3 people (or couples) to be Resource Center clerks for a six month period.
 - b) Responsible for developing a six month schedule which equally distributes the need for Resource Center operation on your recruits.
 - c) Responsible for staffing Resource Center for special services. (IE. evening praise services, conferences, Etc.).
2. Training Resource Center Clerks.
 - a) Responsible for training recruits to duplicate service CDs (see "Resource Center Clerk" job description for details).
 - b) Responsible for training recruits on operation of Resource Center (see "Resource Center Clerk" job description for details).
 - c) Responsible for training clerks to open and close the Resource Center (again, see "Resource Center Clerk" job description for details).
3. Inventory Management of Resource Center.
 - a) Responsible for ordering, pricing and maintaining an inventory of audio worship products (with the approval of the Worship Pastor), which should include:
 - * Cassette and CD worship products from publisher releases lines.
 - * Worship products of the local church or other local or specific churches
 - b) Responsible for pricing and maintaining the local church preaching and teaching CDs and packaged materials. Storing and cataloging all recorded messages/events.
 - * Service CDs of preaching/teaching messages
 - * Preaching/teaching/training messages from the local church conferences or training events.
 - c) Responsible for ordering, pricing and maintaining teaching and training materials (IE. books, seminars, etc.) as requested by the pastoral staff.
 - d) Responsible for special ordering and pricing any requested worship or training/teaching materials by known members of the local church.
4. Financial Operations of Resource Center
 - a) Responsible for depositing the receipts from weekly Resource Center activity.
 - b) Responsible for recording all debits and credits to the Resource Center bank account.

- c) Responsible for month balancing of the Resource Center bank account.

Time Required: 4-8 hours per week.

Length of Service: 1 year, renewable

Qualifications & Skills Required:

1. A heart for worshiping God.
2. Must be willing to recruit and train people.
3. Must have financial trustworthiness and the ability to balance a cheque book.
4. Must be able to order and price resource products.
5. Must have commitment to a local church small group.

Training:

1. OJT, conferences, books, and CDs relating to job function.

Support: small group, Worship Pastor available for individual needs with an appointment.