



## Coordinator Position Description

**Standard of Christian Commitment:** The mission and goals of One by One Ministries mandate that all volunteers demonstrate a love and commitment to the Lord Jesus Christ. Every participating One by One volunteer team member shall be an active and faithful member of a local church of believers in Jesus Christ as Lord and Savior. It is expected that conduct becoming a follower of Jesus Christ will be portrayed in the community at large.

**Basic Function:** To coordinate the One by One Ministry within a local church.

### Specific Duties:

#### I. Training:

- Complete One by One Ministries Mentor Training and Coordinator Training.
- Attend bi-monthly Coordinator Meetings with the Regional Ministry Director (RMD) of One by One Ministries and other area Church Coordinators.
- Participate in the Annual One by One Conference and other in-service trainings as available (continuing education opportunities, referral agency tours, etc.)

#### II. Within the Church:

- Act as the liaison between the church and One by One Ministries.
- Work with church staff assigned to this ministry to ensure clear communication, develop awareness about this ministry within the church family, implement goals, and provide feedback about progress/needs/prayer requests.
- Help facilitate informational and training meetings at the church for this ministry.
- Recruit mentors and prayer partners on an on-going basis.
- Coordinate efforts of Mentors and Prayer Partners and track their progress in meeting with Participant Moms.

#### III. With Mentors and Prayer Partners

- Process all Mentor and Prayer Partner applications by conducting volunteer interviews and reference checks, and following up to make sure background checks are approved.

- Ensure that Mentors have completed all required training, paperwork, and been paired with a Prayer Partner before being matched with an Applicant Mom.
- Create an adequate filing system to keep all records and forms up to date.
- Meet monthly with Mentors and Prayer Partners to: encourage and motivate, share ministry updates and resources, receive Mentor Visit Report Forms, allow Mentors time to report and share prayer requests, and offer assistance where needed.
- Maintain an inventory of materials and resources available to Mentors in making home visits with Participant Moms.
- Provide opportunities for recognition and appreciation of Mentors and Prayer Partners.

#### **IV. With Participant Moms**

- Respond to the Regional Ministry Director (RMD) quickly when Participant Mom applicants are received.
- Manage the intake process with potential Participant Moms.
- Match Participant Moms with Mentors.
- Evaluate and track each match to ensure that Mentors are meeting regularly with assigned Participant Moms and submitting forms as requested.
- Assist Mentors as they help Participant Moms in finding needed resources.
- Keep all records and information on Applicant Moms strictly confidential.
- Provide recognition for Participant Mom at the completion of One by One curriculum, and follow up with Mentor and Applicant Mom to see if 2<sup>nd</sup> year curriculum is desired.

#### **V. With One by One Ministries**

- Uphold the ministry purposes, integrity, and standards of One by One Ministries.
- Collect and forward all required forms from Mentors, Prayer Partners, and Applicant Moms to the One by One Central Office.
- Share ministry, Mentor and Participant Mom stories and photos with One by One RMD on a frequent basis.
- Communicate in a timely and efficient manner with One by One staff in response to emails, requests for information, etc.
- Make every effort to attend bi-monthly Coordinator Meetings with RMD of One by One Ministries.