



Marriage Ministry Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Marriage Ministry Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Marriage

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Director of Marriage

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: The Marriage Ministry Coordinator will help the Director of Marriage coordinate Merge and 2-on-2 Mentoring, but will also offer support for marriage enrichment at Watermark.

POSITION RESPONSIBILITIES:

- Recruit, train, assimilate, and disciple Marriage ministry leaders
 - a. Collect applications, conduct & coordinate leader interviews, and complete reference verification
 - b. Assist in the coaching & discipleship of current leaders, including New Leader Training
 - c. Support and train wedding officiants and 2-on-2 mentors
- Coordinate weekly ministry programming
 - a. Recruit, train, & schedule weekly ministry support teams (AV Host Team)
 - b. Work together with Premarried Assistant on determining Merge table assignments
 - c. Contribute to weekly ministry improvement & enhancement
- Attend and lead weekly ministry gatherings (weekly class & leader meeting/dinner)
 - a. Teach, train, lead, and give feedback
- Coordinate marriage ministry communicators
 - a. Coordinate speaker line up for all classes and ensure they have relevant resources (8-week & weekend class)
 - b. Prepare speakers & follow up with feedback
- Care for and shepherd ministry participants and leaders
- Support and coordinate marriage ministry events and conferences (MMLG, MMTC, CLC, etc.)
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Passionate about the gospel & Biblical marriage by living this out in their own life & marriage
- Strong communication, coordination, & organizational skills
- Able to identify, recruit, and develop leaders
- Pastoral
- Eager to learn
- Disciple-maker
- Initiator
- Creative
- Organized
- Relational & fun
- Team player