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# THE ROLE OF THE **CHURCH COORDINATOR**

## **Overview**

The coordinator role requires the ability to facilitate, coordinate and communicate the activities of the partnership between the church and the school.

## **Role Summary**

- + Provides leadership to the local church One Church One School Program
- + Acts as a liaison between the church and the school
- + Coordinates the academic, social and personal development activities of partnership program
- + Facilitates the Volunteer Program

## **Essential Duties and Responsibilities**

- + Works with school liaison
- + Organizes One Church One School team, including members of congregation, school staff and community
- + Facilitates activities of team to identify a partnership focus and student centered program, related to the needs of the school and resources of the church
- + Coordinates Volunteer program
- + Keeps pastor and principal knowledgeable about the progress of the partnership
- + Collects progress data and maintains written records
- + Reports progress to all constituencies

## **Knowledge, Skills and Abilities**

- + Demonstrates commitment to the One Church One School Program
- + Exhibits an ability to work well with people
- + Knowledge of the elements of a One Church One School Program
- + Ability to identify and work with other related organizations and agencies to assist in reaching goals of partnership