



CHARIS FELLOWSHIP

Truth • Relationship • Mission

Our churches care
for one another in
Christian love.

OPPORTUNITY PROFILE:

Fellowship Coordinator



**CHARIS
FELLOWSHIP**
Truth · Relationship · Mission

CHARIS FELLOWSHIP OF NORTH AMERICA

The Charis Fellowship is one of a handful of American denominations that originally began in 1708. Over 300 years ago a small group of believers began gathering together and a new movement was born. While not as lengthy as other church denominations, the history of the Charis Fellowship, is no less rich and significant.

Today the Charis Fellowship is comprised of hundreds of interdependent local churches throughout the United States and Canada. Our three-fold commitment to biblical truth, biblical relationships, and biblical mission serves the Charis Fellowship today by keeping our focus sharp as we seek to continually obey the command of Jesus to make disciples.

One of our key leadership roles within the Charis Fellowship is the Fellowship Coordinator. He is a man with a pastor's heart who loves to network with other leaders across our North American churches and National Ministries. He has a wide range of abilities and talents, but his primary strength is creating a culture of movement within the Fellowship Office that enables a variety of entities to work well together to accomplish common goals and execute common core values. We are looking for our next Fellowship Coordinator.

our shared mission.



*We believe
the Bible and
hold it as our
authority.*



*Our churches care
for one another in
Christian love.*



*Together we
strive to
accomplish
the Great
Commission.*

our shared core values.



**PLANTING
CHURCHES**



**TRAINING
LEADERS**



**DOING
GOOD**

FELLOWSHIP COORDINATOR

The Fellowship Coordinator provides leadership and administrative excellence to the Fellowship Office for the purpose of sustaining a culture of gospel movement through celebration, collaboration, catalyzation, and commemoration; working together with interdependent local churches, National ministries, and Cooperating organizations that are passionate for biblical truth, biblical relationships, and biblical mission.

- **CELEBRATE**—actively cheer on those within the Fellowship, highlighting both what God has done, and is doing in and through the Fellowship.
- **COLLABORATE**—lead leaders in sharing their best ideas and resources, emphasizing biblical relationships and the need for interdependency with one another.
- **CATALYZE**—be a conduit of connection between churches, cohorts, ministries, and leaders within the Fellowship for biblical mission.
- **COMMEMORATE**—give honor to our tribe, history, biblical truth, and practices.

Coordinator Profile:

- Demonstrates Christ-like character in and throughout their personal life and professional relationships.
- Loves networking with people, groups, and organizations to accomplish common goals.
- Has strong history within Charis Fellowship and demonstrates a deep love for, and commitment to, the Fellowship.
- Theologically mindful – not a novice in the faith, but able to work among theologically minded pastors/leaders of the Charis Fellowship.
- Financially astute, conservative, and responsible.
- Is a leader of leaders, stewarding current leadership clusters and developing structures for further leadership cohort/clusters.
- Wants to lead, and is able to manage, a support staff to handle the details of administration, event planning, communication, IT, organizational structures, and strategic advancement.
- Is present among ministry leaders within the Fellowship and therefore able and willing to travel.

DELEGATES



FELLOWSHIP COUNCIL &
EXECUTIVE DIRECTOR



FELLOWSHIP
COORDINATOR

Responsible to:

The Fellowship Coordinator will directly report to the Executive Director and be ultimately responsible to the Fellowship Delegates through the Executive Director and Fellowship Council.

Responsibilities Include:

- Promote and implement the directives/decisions of the Conference Delegates as well as the vision/direction of the Fellowship Office (Ex. Director, Fellowship Council) to the degree of their delegated authority.
- Facilitate and resource the work of the Fellowship Council (annual budget, new member church applications, governing structures, etc.).
- Work in conjunction with Grace Connect to develop and oversee the communication/media arm of the Fellowship Office (includes the development and utilization of all relevant forms of communication).
- Oversee and further develop the necessary IT systems needed within the Fellowship Office (website, database management, online/printed handbook, membership systems, etc.)
- Lead a team to plan and execute the necessary details for National Conference, Focus Retreats, and other gatherings of leaders as directed by the Executive Director.
- Manage and coordinate the necessary legal aspects of the Fellowship Office.
- Coordinate and collaborate with National/Cooperating ministry leaders to accomplish the vision and direction of Conference Delegates and the Fellowship Office.

NEXT STEPS

1. **PRAY.** Maybe the Lord is leading you to apply, or someone comes to mind whom you could nudge, or simply pray that God would bring forward His man for this position.
2. **CONVERSE.** If you'd like to have a confidential conversation regarding this opportunity please contact Jeremy Wike at (260) 229-7510 or jeremy@cofh.com who can give a fuller description of this position.
3. **APPLY.** The first step in the application process is to send your résumé and your written responses to the questionnaire below to: searchteam@charisfellowship.us

Application Questionnaire

- A. Describe your relationship with Jesus Christ and how that relationship shapes your life, family, and ministry leadership.
- B. Please share what interests you about the Fellowship Coordinator position. In what ways are you uniquely qualified to fulfill this role within the Charis Fellowship?
- C. Please describe your history with the Charis Fellowship. What excites you the most about where our Fellowship currently is? What concerns you the most?
- D. Please share two stories that highlight your leadership style and experience. Give particular focus to your experience in leading teams of leaders who report to you, and networking with leaders from other organizations who do not report to you.
- E. Describe your administrative skills and experience. What administrative tasks do you enjoy doing the most? What administrative tasks do not enjoy doing at all?
- F. Please provide at least five references with your submission that include at least one elder/board member from the church you currently attend, one colleague, two direct reports (past or present), and one individual from your community (preferably someone who functions in a position of leadership). No reference will be contacted without your permission and only after mutual interest has developed.

APPLICATION DEADLINE: MARCH 31ST, 2020

