

Business Team Coordinator

Location | Central

FT FLSA Classification | Non-Commissioned, Non-Exempt, Part-Time. Est 10-15 hrs/wk

Reports to | Human Resources Director

Influenced by | Business Team Lead

Position Summary:

The Business Team Coordinator provides central support to campuses and operational excellence for all business functions of 2|42. This role ensures that financial processes, stewardship practices, and administrative workflows run with accuracy, integrity, and efficiency so ministry teams can thrive and focus on helping people take next steps with God.

The Business Team Coordinator assists in data management, organizational systems and structures, helping align campuses for efficiency and effectiveness.

What To Expect From Us:

- Clear expectations for your leadership, ministry impact, and workflow
- A work environment that will challenge and inspire you to be the best follower of Christ you can be (*ex: Jesus first, then spouse, then family, then ministry*)
- A leadership team that trusts you.
- A leadership team committed to being led by God to impact our communities
- Coaching and support for your God-given calling
- A church that encourages and fans your gifts and talents

As a 2|42 Community Church Staff Member:

All Ministry positions at 2|42 work in a team. You will need to work well with existing team members and align with decisions that are made, even if you don't agree with them. A good team member has open and honest conversations, allows tensions to exist within the team, but always supports the team's decisions and directions outside of the team meetings. Relational intelligence will be a key component to ensuring collaboration with the ministry teams.

- Meet 2|42's Leadership Expectations
- PT Attend "All Staff" meetings, Campus Staff events, and Leadership Community events as able or assigned by manager.
- Respond to all correspondence (*email, voicemail, Slack, etc.*) within 24 hours either through direct communication or an automated reply letting someone know when they should expect a response.
- Lean on the systems and resources provided by 2|42 Community Church (our databases, leadership pipeline, and any cross-campus interactions).
- That you meet and uphold our [Leadership Expectations](#) and agree to the [2|42 Statements of Beliefs](#), our [Mission and Core Values](#).
- Operate consistently with the [2|42 Campus Model](#)

Job Responsibilities include but are not limited to:

- Assist in campus expense processing, managing credit card purchasing and approvals.
- Execute steps for hiring new team members
- Utilize systems and structures to grant and/or remove employees from necessary privileges (ex: CCB, Amazon, Google, Expense System, etc.)
- Coordinate vendors, facility support needs, contracts, and purchasing.
- Ensure compliance with churchwide systems, policies, and financial best practices.
- Provide clear communication and partnership with campus staff to ensure ministry alignment and operational effectiveness.
- Contribute to a culture of stewardship, excellence, hospitality, and 2|42 values across all interactions.

The Business Team Coordinator is a key partner to our business department in ensuring our campuses operate smoothly, steward resources wisely, and create an excellent experience for guests and volunteers.

Personal Characteristics:

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of the church and campus, and have a commitment to maintaining healthy and accountable relationships. A Christ-honoring lifestyle marked by servanthood, generosity, joy, and a love for bible study and prayer. A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

- A clear and vibrant commitment to Jesus Christ displayed through their personal faith and devotional life.
- A passionate love for the church and a healthy understanding and embracing of its history
- A solid commitment to the authority of Scripture and a well-developed personal theology.
- Sets a positive example and serves as a role model in their personal life.
- Warm, encouraging personality that connects well with others.
- A team player who's able to both follow and lead while always being FLEXIBLE.
- Great recruiter and trainer of others.
- Clear personal and professional vision.
- A passion for continuous improvement.
- A "whatever it takes" attitude.

Competency & Desired Qualifications:

In addition to the qualifications listed above, the required competencies are: a team mentality,

attention to detail, and the ability to thrive in a fast-moving environment.

Employee:

Reviewed by:

Signature

Signature

Printed Name

Name and Title

Date

Date