

Job Description: Medical Ministry Team Coordinator

To coordinate the services of the team of trained medical professionals whose purpose is to stabilize and provide medical care in the event of an emergency. To develop a schedule for team assignments, activities, and training to ensure that the Medical Ministry Team's purpose and functionality is maintained.

To work with the Medical Ministry Team Leaders to ensure that its objectives, medical and spiritual guidelines, and responsibilities to those in crisis are met. To facilitate the principal of 1 Corinthians 12:4-6, which states: "Now there are diversities of gifts, but the same Spirit. And there are differences of administrations, but the same Lord. And there are diversities of operations, but it is the same God which worketh all in all." It is the will of our heavenly Father to utilize our skills for His glory.

Duties of the Medical Ministry Coordinator:

The administrative duties which a person is to possess when he or she becomes the Medical Ministry Coordinator are as follows:

1. To seek out and secure team leaders and members.
2. To prepare an annual assignment sheet indicating which team is responsibility for each month of service throughout the year.
3. To post the annual schedule in the Ministry Schedule Book maintained at the Greeter's desk in the foyer and on the wall near the AED.
4. To determine, in collaboration with Team Leaders, if specific guidelines are required and develop those guidelines for consistent services.
5. To determine, in collaboration with Team Leaders, training requirements, and schedule training as needed for team Leaders and Assistants.
6. To secure appropriate vendors to provide all medical equipment and supplies and order supplies as approved.
7. Oversee the annual inspection and maintenance of all medical equipment.
8. To notify Team Leaders and Assistants of changes, maintain contact with Teams to evaluate progress and needs, and implement new guidelines and requirements as needed.
9. Reports to the Church Board.

Requirements:

1. Must have administrative, management, and coordination skills, and be people-oriented,
2. Must have completed the training on the Automated External Defibrillators (AED) maintained on the premises.
3. Must have a good spiritual foundation.

Time Commitment:

Medical Ministry Coordinator will spend 3 to 4 hours per month overseeing the needs of the Medical Ministry Team.