

St. John's Lutheran Church Job Description Ministry Coordinator - 2021

Title

Ministry Coordinator

Reports To

Senior Pastor, Interim Senior Pastor, or as Designated by Senior Pastor

Job Overview

The Ministry Coordinator serves the St. John's congregation by supporting several areas of parish programming. Working in conjunction with pastoral staff and Church Council, the primary function of the Ministry Coordinator is to ensure ongoing support for members, visitors, guests within the Church, and extending support into the community. The Ministry Coordinator contributes to current and future ministry programs, manages/oversees projects, and develops volunteers for various ministry areas.

Responsibilities and Duties

Facilitate Ongoing Church/Member Activities

- Support the Senior Administrative Assistant in greeting visitors and responding to member requests
- Serve as initial host for parish gatherings by welcoming visitors, directing people to their meeting space, and assisting the staff member who is facilitating the gathering
- Develop relationships with those who visit the church
- Support the Sexton in preparing the church for parish and community events

Oversee Communication Support

- Support audio-visual (AV) needs as required in partnership with pastoral staff
- Support technology support staff with computer networking needs
- Support the Communications Team to coordinate social media platforms (Facebook, Instagram, YouTube, etc.) and special publicity through local media
- Evaluate/partner with appropriate groups (internal and external) or contractors for website content and newsletter production
- Produce and oversee all audio communications to the congregation through OneCall Now
- Oversee digital media accounts and domain registrations such as Weebly and Share Faith
- Oversee digital, print, and creative licensing accounts such as CCLI and Praise charts

Facilitate New Member Hospitality

- Work with the pastoral staff to provide intentional visitor follow-up, Inquirers' Gatherings, Reception of New Members, and member incorporation
- Establish and manage an intentional protocol for first-time visitors, second-time visitors, third-time visitors, and regular worshippers
- Oversee the Inquirers' Gatherings: Identifying participants, extending invitations, securing food and volunteers, assisting pastors in establishing the program, and serving as contact for those who are interested in affiliating as members
- Coordinate contact with new members to acquire needed information such as the New Member Biographical form for the church database and the New Member Bios for the sheets distributed to worshippers and across social media
- Facilitate new member incorporation through gifts assessment and ministry team suggestions

Assist in Ministry Planning

- Support ongoing ministry programs
- Offer planning and direction for seasonal activities

Manage/Oversee Various Parish Projects

- Contribute ideas for space utilization, improvements, and expansion
- Monitor parish operations for improvement opportunities in partnership with Pastors and staff
- Facilitate new projects within the church, local community, as well as the Southeastern Synod office and the ELCA

Develop Volunteers and Ministry Team Members

- Partner with office staff to create a pool of volunteers to facilitate strategic scheduling support
- Identify/mobilize areas of support where volunteers can make an impact
- Provide ongoing support and structure for volunteers and teams of volunteers
- Ensure training and credentialing for volunteers

Qualifications

- Has exceptional people skills, is approachable, and understands the need to take relational initiative
- Is accessible, responsive, and flexible in negotiating the changing needs of the church
- Demonstrates clerical, communication, computer, and organizational skills
- Has effective verbal, writing, and publishing skills
- Has a strong working knowledge of volunteer and team development
- Is able to recognize and maintain private and/or confidential information
- Has project management experience; is able complete projects on time

- Is proactive and takes initiative
- Stays active with today's technology; is willing to participate in Church-sponsored training and continuing education
- College degree preferred; some college with a combination of work experience will be considered

Physical Requirements

- Must be able to bend, squat, stand/sit for extended periods of time
- Walk, push/pull objects
- Reach above shoulder level
- Possess dexterity
- Perform lifting up to 25 pounds

Status

Part-time, non-exempt 30 hours a week