

# St John's Lutheran Church, Brookfield, WI

## Ministry Coordinator Job Description

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Job Title: **Ministry Coordinator**

FLSA Status: Part-time non-Exempt

Prepared by: Pastors Frank Janzow and Karen Natterstad

Date Prepared: 10/11/2018

Approved by: Pastors Frank Janzow and Karen Natterstad

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### Job Summary:

The position of Ministry Coordinator will engage our visitors by informing them of our church, informing staff of their needs and keeping in contact with the visitors regarding becoming a member. The interaction with members and new members will be to work as a resource between the ministry leaders and St. John's (which could result in working some nights to meet with the groups) and by keeping the database of members talents/gifts updated.

Duties are expected to average 20 hours per week with nights and weekend availability.

### Essential Functions:

Visitors ..... 15% of time

- Helping Evangelism Committee staff the Welcome Center & Information Center on Sundays in order to meet our visitors. Meeting our visitors will offer a warm welcome to St. John's.
- Maintain a tracking and follow-up system with visitors. Keeping in touch by inviting the visitors to join in a small group, events or becoming a new member.

New Members ..... 10% of time

- Coordinating and overseeing a new member process, including new member orientation meetings. New member classes are held 2 – 4 times a year depending on size and timing.
- Following up with new members to help them stay informed about small groups and events by utilizing their gifts and talents.

All Members ..... 55 % of time

- Coordinating and working as a resource and support for small group and adult education class leaders. The Ministry Coordinator will be the main staff contact for the volunteers of small groups in helping their groups to succeed.
- Connecting, coordinating and supporting the volunteer ministry team leaders by giving support and resources and conducting quarterly leader event training meetings .
- Managing Ministry Scheduler Pro to schedule worship volunteers. The scheduler is our software program that allows members to sign up for all worship volunteer positions each week.
- Working with the Church Administrator to maintain the church database; especially regarding lists of people's gifts, abilities and interests for serving; as well as member status.
- Working with the mailbox team to help manage member mailboxes and nametags.

Staff ..... 15% of time

- Keeping staff informed on new visitors pertaining to their areas, especially with Sunday School and Youth education and with ministry leaders for communication and mutual support.

**Total percent of time spent on Essential Duties ..... 95% of time**

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### Marginal / Non-Essential Duties:

- Pursuing continuing education and reading to build skills for the job ..... 1% of time
- Participating in staff meetings and leadership meetings as requested, to bring insight and innovation to ministry discussions ..... 4 % of time

**Total percent of time spent on Non-Essential Duties ..... 5% of time**

**Working Relationships:** This position reports to the Senior Pastor and works collaboratively with the Church Administrator and Church Staff.

### Skills & Knowledge Required:

- Mission Ownership- Demonstrates understanding and full support of mission, vision, values and beliefs of SJLC. Teaches those values to others. Leads his/her team to identify unique mission and vision, which is in line with the mission and vision of SJLC.
- Interpersonal Skills- Listens attentively to peoples' ideas and concerns, responds to others' verbalized concerns and feelings, asks questions to clarify others' concerns and feelings, plans and prepares by anticipating others.
- Strong communication, writing and teamwork skills to interact effectively with members, and visitors and staff.
- Creative skills to generate new ideas and develop or improve existing and new systems that increase efficiency and encourage innovation.
- Effective and efficient time management skills, concentrates efforts on the most important priorities and attends to a broad range of activities.
- Organizational skills to maintain visitor and membership information.
- Ability to work both independently and collaboratively with others.
- Knowledge of programs and activities sponsored by St. John's Church.
- Ability to maintain strict confidentiality.
- Maintains a positive professional attitude at all times.
- High school diploma or GED.
- Competence in Word, Excel and basic internet skills.
- Must have a basic understanding of Lutheran theology in order to select resources for groups.

**Physical Demands:** Most work is performed in a small office environment. The job also requires frequent moving throughout the facility. There are frequent verbal communications with people in person or by telephone. Some time is spent seated at a desk with access to telephone and computer. Being present and available some Sunday mornings to greet visitors and engage members; also some evenings to meet with ministry leaders or host events.

**Mental Demands:** The position requires independent and strategic thinking as well as ability to be self-motivated to identify and complete essential duties. Some duties require precision and adherence to strict time deadlines. Stress levels can fluctuate with unpredictability of people, coordinating volunteers, and listening to and addressing complaints.

**This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.**