

JOB DESCRIPTION FOR SERVICE COORDINATOR

Salem United Methodist Church, Cedar Rapids

Job Title: Service Coordinator
Status: Part-time approximately 4-6 hours per week, Lead Staff Team
Supervisor Title: Pastor
Date Prepared/Revised: June 5, 2018

The primary purpose of this position is to help Salem members and friends engage in service somewhere within the church as well as beyond the church to make a difference in the world.

RESPONSIBILITIES:

- Identify, recruit, invite, develop, and deploy volunteers to serve within and beyond the church
- Identify and develop a core team of leaders to lead Salem's fulfillment of the second part of our mission, disciples of Jesus who "transform the world"
- Collaborate with other leaders to discover the volunteer needs of our various ministries and assist in filling those positions
- Get to know the people of Salem
- Help the people of Salem discover their spiritual gifts and fruits and where they could service effectively
- Identify a host in every group who will invite others to join them in ministry
- Collaborate with other Staff to publicize service and sign-up opportunities
- Create a physical space to meet people, answer questions, and sign people up on Sundays
- Coordinate with ministry area leaders to ensure volunteers are trained for their service
- Utilize volunteer job descriptions and training materials when available
- Coordinate with church office to run background checks on potential volunteers
- Arrange for an annual public appreciation of our volunteer servants
- Serve as Staff liaison to the Mission Team and the monthly mission focus
- Measure and evaluate Salem's service within and beyond the congregation
- Participate in Staff meetings
- Engage somewhere in the community beyond the local church

TERMS OF EMPLOYMENT: Works approximately 4-6 hours per week year-round at \$12 per hour.

Compensation is paid bi-weekly (26 times a year). In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). The Service Coordinator may have space in the church office but will likely work from home. Overtime, medical/other fringe benefits, and pension/other retirement compensation are not included.

QUALIFICATIONS:

- A follower of Jesus who loves God and loves others
- Desire to serve at Salem Church and be an engaging member of the lead staff team, with a passion for seeing people connect to the church
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church
- Self-starter able to operate independently without supervision
- Warm-hearted, gregarious, and gifted at networking
- Strong organizational, task, and leadership abilities
- Ability to communicate and listen well
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy.
- Experience in recruiting, training, and supporting volunteers preferred

JOB EVALUATION: The Service Coordinator will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.