

**Position:** Ministry Engagement Coordinator

**Hours:** 20/Week, flexible hours M-F, 8:15-11:15 a.m. every other Sunday

**Classification:** Part-time, exempt, non-rostered

**Supervision:** Associate Pastor

**Staff Teams:** Staff

**Council Approved:** 2/4/2024

**Position Objective:**

The Ministry Engagement Coordinator will welcome and connect guests, new members, and current members with opportunities for ministry service and help the church staff coordinate yearly events like Rally Day, Christmas and Easter services, and other major exciting events where the Spirit leads us.

**Nature and Source of Responsibility:**

The Ministry Engagement Coordinator shall be responsible to the Associate Pastor, Senior Pastor, and Congregation Council. Responsibilities and conduct of ministry shall be in accordance with this position description, the constitution of the congregation, and guidelines described in the First Lutheran Church Personnel Policy Handbook. The Ministry Engagement Coordinator shall work cooperatively with the church staff and the FLC lay membership.

**Responsibilities and Duties:**

**Welcome and Invitation to Visitors and Guests**

**Objective:** Develop and coordinate a system that identifies guests and prospective members and provide appropriate steps of contact, invitation, and welcome leading from a first time visit to membership at First Lutheran Church.

1. Keep track of all non-members and their engagement at First Lutheran Church through our membership data programs.
2. Coordinate with the Associate Pastor all details of the newcomer orientation sessions. Help the pastors coordinate follow-up with new members to identify interests and connect them further in the life of the congregation.

**Member Engagement in Ministry**

**Objective:** Develop and coordinate a system of identifying gifts and interests of regular worshippers and providing pathways to connect people to opportunities for witness, ministry service, and opportunities for growth.

1. Develop and maintain clear and precise materials to showcase volunteer opportunities for all regular worshippers and provide training for: communion set-up and serving, ushers, greeters, etc.
2. Coordinate scheduling of volunteers into volunteer database and communicate schedules through our normal communication channels.
3. Develop recognition and celebration opportunities to thank our ministry volunteers.
4. Work with Associate Pastor on the coordination of small group ministry.

## **Event Coordination**

**Objective:** Assist the church staff to make sure key events in the life of the church (i.e. Rally Day, Christmas Eve, and Easter) go smoothly before, during and after the event. Duties would consist of making sure all we are taking care of the details as the event draws closer, coordination of volunteers, and communication to the congregation.

1. Keep a calendar of reoccurring annual events such as Rally Day, Christmas Eve and Easter worship services and identify tasks that need to be done by certain deadlines to keep us on track to make the event successful.
2. Work with program and department heads in advance of the event to find out what necessary items need to be ordered and what our volunteer needs are for the event.
3. Work with support staff to make sure they have what they need to have the building ready to support the event.
4. Work with our communication team to make sure they have all the details they need to properly communicate the event to the congregation and community.
5. Help recruit, organize and schedule volunteers through our volunteer database for the event as needed.
6. Manage volunteers and help provide other leadership as needed during the event.
7. Following the event, help staff recap the experience noting any suggested changes if event is repeated again in the future to make it more successful.

## **Additional Duties**

1. Assist other office staff, when requested to answer phones and greet/help guests.
2. Perform Office Desk duties on two designated Sundays per month.

## **Minimum Qualifications:**

1. Associates degree with work experience relevant to the job, two years in office administration role preferred.
2. Proficient in Microsoft office software, texting and database program use.

## **Additional Desirable Traits:**

1. Excellent communication and administrative skills
2. Personable with the ability to motivate people
3. Strong commitment to the importance of lay ministry
4. Good organizational skills
5. Demonstrate leadership capabilities
6. Must be cheerful, tactful, flexible, great attitude and able to meet the public
7. Ability to work effectively with other staff and ministry teams
8. Spiritually centered and a desire to uphold with a positive spirit the mission and ministries of the church.