

MINISTRY CONNECTION COORDINATOR JOB DESCRIPTION.

OBJECTIVE:

This is a part-time staff position that will work with Crosspointe's pastor to implement the congregational vision and ministry plan established by Crosspointe's Council by developing effective assimilation and communication systems that facilitate participation in the ministry.

TASKS:

Oversee "ConnectionPointe" table as the centralized location for information and visitor interaction on Sunday mornings.

Recruit and coordinate volunteer needs within the congregation including Sunday morning volunteers (ushers, greeters, power point, coffee, Communion assistants) and the weekly cleaning volunteers.

Work with the pastor to plan ministry events by recruiting and coordinating a team of volunteers or a lead volunteer, arranging supplies, and posting communication before the event (posters, announcements, etc) and after the event (pictures, followup, etc). Event examples may include the fall block party, Wednesday activities during Advent, Bean Bag Toss Tournament, a banquet for Good Samaritan Staff and their families, informal Sunday lunches for visitors, and special specific-ministry offerings for women, men, or families.

Ensure accurate personal information is maintained for both members and non-members in congregational records by responding to communication cards and using the Church360 software.

Work with the pastor to coordinate member care such as meals to those who are hospitalized or families with newborns.

Work with the pastor to develop and maintain a resource library at Crosspointe.

QUALIFICATIONS:

Crosspointe's Ministry Connection Coordinator will have a Christian faith that holds onto (1) the good news of the Gospel that brings the forgiveness of sins and the restoration of all Creation through Jesus and (2) the Bible as the true word of God and the guiding principle for both our doctrine and life. The MCC will be excited to help facilitate participation in the life of the church and excited to see the vision established for Crosspointe's ministry become a reality. The MCC will need the interpersonal skills required to work with a variety of other people to coordinate both long term congregational needs and short-term event planning. Basic computer skills and the ability to learn how to use various software programs will also be necessary.

HOURS AND WAGE:

The Ministry Coordinator is a new part-time staff position at Crosspointe Lutheran Church. The position will be for up to 10-15 hours per week. The position is hourly with a starting wage of \$12.00/hour to \$15.00/hour and no benefits. The hours are flexible with an expectation that the Ministry Connection Coordinator will have a presence on Sunday mornings and a majority of the church events that fall under this position.

TERMS OF EMPLOYMENT:

The Ministry Connection Coordinator is a part-time at-will position. The hours are flexible depending on the ministry schedule and needs though regular worship attendance is expected so that the staff person can interact with members of the church and share information. A new hire must pass a background check and there will be an introductory period of ninety (90) days which will conclude with an initial evaluation. The Ministry Connection Coordinator will report directly to the pastor.

TO APPLY:

Submit a cover letter and resume to Pastor Mike Giddings by Monday, April 6.