

Ministry Coordinator

First Evangelical Lutheran Church of Taylors Falls

Position Description: The Ministry Coordinator serves as an assistant to the Pastor, an administrative assistant for the congregation and clerk for the Congregational Council. The Ministry Coordinator facilitates communication among the Pastor, congregation, paid church staff, and when necessary the surrounding community. The Ministry Coordinator communicates all ministry events, compiles and maintains Parish files, database, reports and statistics. This position is supervised by the Pastor.

Specific responsibilities of the Ministry Coordinator include:

1. COMMUNICATION

A. Facilitate communications: act as receptionist and primary congregational contact by:

- i. Maintaining office hours and being a physical presence.
- ii. Answering and directing phone calls as appropriate.
- iii. Attending to and updating voicemail.
- iv. Processing all incoming and outgoing mail.
- v. Receiving and responding/forwarding all congregational email.
- vi. Distributing reports as required.
- vii. Submitting information to local newspapers and other media as needed.
- viii. Attending to any other communication requirements regarding the functioning of daily church needs.

B. Prepare, update, and/or maintain the various communication resources:

- i. Prepare weekly bulletin and announcement insert.
- ii. Update bulletin boards as needed.
- iii. Prepare monthly newsletter, including soliciting submissions.
- iv. Prepare special mailings.
- v. Prepare annual report.
- vi. Prepare any special services (funerals, holidays, etc)

2. COORDINATION

A. Assistant to the Pastor:

- i. Facilitate communications as above as well as attending to the calendar and scheduling of appointments as needed.
- ii. Expedite correspondence as per the Pastor's needs: typing, copying, and distribution.
- iii. Maintain church records in cooperation with the Pastor.
- iv. Prepare necessary documents, such as certificates and other seasonal requirements.
- v. Assist in coordinating special ministry needs:
 - 1) **Baptisms** - obtaining information for baptismal records, preparing certificates and gifts.
 - 2) **First Communion** - obtaining information for church records, preparing certificates and gifts.
 - 3) **Confirmation** - obtaining information for confirmation records, preparing certificates and gifts.
 - 4) **Weddings** - obtaining information for wedding records, scheduling of events, communicating policies and procedures.
 - 5) **Funerals** - obtaining information for funeral records, coordinating schedules, and contacting assistants.

B. Clerk for the Congregational Council:

- i. Facilitate communications as above as well as attending to the calendar and scheduling of building use.
- ii. Prepare and disseminate necessary documents and reports as needed.
- iii. Establish and maintain a functional file system for all records.

C. Administrative Assistant for the congregation:

- i. Facilitate communications as above as well as attending to the calendar and scheduling of building use, and coordinating volunteers.
- ii. Maintain office: equipment and supplies.
- iii. Assist in coordinating special ministry needs:
 - 1) Worship supplies
 - 2) Education supplies
 - 3) Cleaning supplies (communicate with janitor)
 - 4) Kitchen supplies

3. COMPILATION

A. Church records and files:

- i. Monthly reports
- ii. Council minutes
- iii. Annual reports
- iv. Official documents
- v. Membership records and statistics

B. Synod records: attending to the annual synod report.

4. WEB-BASED TASKS

A. Update website as needed

B. Online Worship

- i. Film Sunday worship
- ii. Edit, upload and publish worship video on YouTube and church website
- iii. Send weekly worship video email to congregation

EDUCATION OR DEGREE REQUIRED:

1. High School diploma or GED
2. Previous clerical experience desired.

SKILLS AND ABILITIES REQUIRED:

1. Excellent communication skills and commitment to confidentiality.
2. Excellent inter-personal skills.
3. Ability to prioritize and organize.
4. Computer knowledge and skills.
5. Flexibility and adaptability to change.
6. Ability to handle and respond to stressful and hectic situations.

ACCOUNTABILITY AND COMPENSATION

The Ministry Coordinator shall be supervised by the Pastor and shall be accountable to the Congregational Council. This is a part-time position, paid bi-weekly and pay scale will be determined at time of hire.

Weekly hours average 12-20 hours a week. The work schedule is as follows:

Monday 8:30am-1:30pm

Tuesday 8:30am-12:30pm

Thursday 8:30am-11:30am

Increased hours are possible during: (1) Holy Week, (2) the week prior to Annual Meeting, (3) Christmas season, (4) Special events such as weddings or funerals, and (5) when deemed necessary by the Pastor.