

**POSITION DESCRIPTION:
MINISTRY COORDINATOR**

PURPOSE:

To serve God in His Kingdom by providing effective communications and administrative support to coordinate the ministries of Bethel Lutheran Church.

AREAS OF STRATEGIC EMPHASIS:

Communications

1. Prepare communications for all worship services, including printed materials and slide creation.
2. Coordinate members to serve in needed roles for worship services, fellowship events and other collective ministries.
3. Create, edit and distribute weekly and monthly ministry communications to Bethel members and friends.
4. Update the Bethel website and social media including announcements, articles, calendar items and sermon recordings.
5. Manage upkeep of bulletin boards and other static communications in the church facility.

Administrative Support

1. Keep consistent office hours. Greet visitors and callers cheerfully, handle their inquiries, and direct them to the appropriate persons according to their needs. Sort and route mail and email to appropriate persons.
2. Manage facility keys and their distribution. Maintain the Bethel church calendar and manage scheduling for other groups that use the Bethel facility.
3. Maintain the membership information and worship attendance in the church management software.
4. Organize electronic and paper files, maintain Bethel's office equipment and order office, worship and fellowship supplies as needed.

General

1. Work as a team with the staff, appropriate committees, and leaders in carrying out ministry.
2. Attend staff meetings and retreats.
3. Attend board meetings as a resource and for informational purposes.
4. Cooperate with the Pastor and the leadership team by performing other duties as necessary.

Qualifications

1. Active member of a Christian church.
2. Excellent verbal and written communication and interpersonal skills.
3. Strong computer skills, including office software and online applications.
4. Strong organizational skills, including the ability to perform in an environment of unexpected challenges.
5. Willingness to recruit members to serve in various capacities in the mission of the congregation.
6. Ability to function effectively in a team setting.

Accountability:

The Ministry Coordinator will be accountable to the Leadership Team and produce a written report monthly. Daily oversight will be provided by called and interim staff."

Salary:

This is a 20 hour per week position. Additional salary information is available upon request.

Created: February 2016