

SHARED LUTHERAN MINISTRY OF FAYETTE COUNTY

Ministry Coordinator | Job Description

Provides communication, support, and coordination to enhance the Shared Lutheran Ministry of Fayette County. This includes support for pastoral staff, ministry teams, volunteers, events, and general administration.

HOURS: Part-time, 12-16 hours per week.

SUPERVISION: Lead Pastor

COMPENSATION: This is a part-time paid position with a starting pay range of \$14-18/hr.

As a part-time position, it is not eligible for health benefits.

QUALIFICATIONS:

1. Firm and growing faith in Jesus.
2. Understand and practice shared ministry.
3. Exceptional organizational and communication skills.
4. Hold in confidence information gained in the performance of duties.

SKILLS AND EXPERIENCES:

1. Proficient in maintaining constructive and cooperative working relationships.
2. Experience in sharing Christian faith and accompanying people through joy and struggle.
3. Experience in volunteer coordination, budgeting, and communications.
4. Proficient in word processing and online applications (Google Drive, Google Calendar, etc.).

MAJOR RESPONSIBILITIES:

1. Overall
 - a. Work with staff and volunteers to ensure clear communication via print (bulletins and newsletters), website and social media
 - b. Provide opportunities for SLM members to discern their spiritual gifts and find meaningful ways to share those gifts to build up the body of Christ
 - c. Manage special projects as the need arises
2. Growing Faith
 - a. Equip Youth & Family Ministry Team to ensure the team meets regularly and has sufficient training and resources to implement faith formation experiences (milestone ministry, Sunday School, Confirmation, High School, etc.)
 - b. Invest in the lives of children and youth by attending events (celebrations, sports, performances)
 - c. Advocate for adult education opportunities to promote lifelong faith formation
3. Caring Relationships
 - a. Equip Care Team to ensure the team meets regularly and has sufficient training and resources to implement caring ministry (communion visits, cards, gifts, etc.)
 - b. Work with pastor(s) to ensure all persons on SLM Care Lists are regularly visited and visits are recorded appropriately in the member database
 - c. Support members through critical health issues, end-of-life care, funeral ministry, and grief
 - d. Advocate for social gatherings to foster caring relationships within and between congregations
4. Active Service
 - a. Support SLM leaders and volunteers for Second Chance, AMEN Food Pantry, Waldeck Food Truck and Fayetteville Food Truck
 - b. Identify service opportunities for people of all ages and abilities to live out their Christian faith
5. Genuine Hospitality
 - a. Equip the Hospitality Team to ensure the team meets as needed and has sufficient resources to extend biblical hospitality in worship and beyond
 - b. Equip Music and Technology staff to ensure exceptional worship experiences
 - c. Encourage and support congregations as they reach out to their communities, invite neighbors, accompany prospective new members and provide new member orientation and welcome