

## **JOB DESCRIPTION: MINISTRY COORDINATOR**

### **MISSION AND GENERAL PRINCIPLES:**

The Ministry Coordinator is responsible for the efficient management and coordination of the ministry at Milton Lutheran Church (MLC). They will work specifically in the ministry areas of Administration, Scheduling, Congregational Relations, Advertising/Marketing, and Finance. They work cooperatively with the Pastor, volunteers, staff, and ministry partners to ensure that the mission, vision, and core values of MLC are accomplished. The Ministry Coordinator is supervised by the Pastor and accountable to the Church Council as a member of the church staff.

The Ministry Coordinator shall perform requested tasks, attend staff, council, and team meetings as requested, and selectively attend ministry programs at MLC. The Ministry Coordinator shall comply with any Church Safe Congregations Policy, as implemented; and provide clearances as required. (Criminal Background Check and PA State Child Abuse clearances)

While it is not required for this person to be a member of MLC it is expected that this person will be present for some ministry that occurs throughout the life of the congregation. This person should have a commitment to God and a desire to want to grow in their relationship with God by using their gifts to serve in this position.

### **WORK SCHEDULE:**

The work schedule is 20 hours weekly. There will be regularly scheduled day-time office hours, some evening and weekend hours as determined by the Pastor and Ministry Coordinator.

### **BASIC QUALIFICATIONS:**

1. Welcoming personality, good inter-personal skills, and ability to maintain confidentiality.
2. Excellent organizational skills, and attention to detail.
3. Excellent verbal and written communication skills.
4. Ability to run office machinery. (Phone, Computer, Copier, Security System)
5. Computer proficiency – including the ability to use word processing, financial, and record keeping data programs.
6. Ability to use web-based programs and/or the willingness to learn (Canva, Website Tasks, OneDrive, Office 365, ChurchTrac)
7. Ability to produce high quality advertising, publications, worship bulletins, newsletters, Website, and Social Media posts.

8. A commitment to God and willingness to use their gifts to serve God in this position.
9. A self-starter, desire to learn new things and challenge themselves, sense of humor, and open mindedness.

## **JOB TASKS:**

### **Administration**

1. Maintain and oversee the Pastor's schedule.
2. In coordination with the Property Manager and ministry team leaders, maintain a regular building usage schedule.
3. Receive, distribute, and take mail to the Post Office, as needed.
4. Accurately prepare correspondence, reports, and records at the direction of the Pastor.
5. Organize and maintain the office and files in an orderly manner.
6. Keep accurate journal and computer records, including baptized and confirmed membership lists, mailing lists, birthday and anniversary lists, and all related member and non-member records.
7. Produce a weekly bulletin, e-mail blast, social media posts, update website, receive and update prayer requests, and monthly Newsletter.
8. Ensure written team reports and other materials are sent to the Church Council.

### **Congregational Relations**

1. Work in partnership with Staff, Ministry Team Leaders/Members, Church Council, ministry partners, and congregational members to ensure effective communication is accomplished.
2. Selectively attend ministry programs in the areas of worship, fellowship, Christian education, and outreach.
3. Support the Pastor by establishing and maintaining positive relationships both inside and outside of the congregation.

### **Marketing and Advertising**

1. Create a marketing and advertising strategy that encompasses the needs of people both inside and outside of the congregation.
2. Maintain the church website, Facebook, Instagram, and other social media as needed.
3. Explore additional avenues that will allow the congregation to get its message out to younger generations.

**FINANCIAL DUTIES:**

1. Computer post weekly offering contributions, in accordance with reports provided by Sunday counters.
2. Receive contributions received in the office, in person, or by mail during the week and place them in the locked black box.
3. Prepare contribution statements and/or letters for members, and non-members, as directed by the Finance Ministry Team.
4. Accurately maintain and provide envelope mailing list and addresses to the envelope company; and distribute offering and special envelopes, as needed.
5. Collect and record monies and put in the locked file cabinet or safe and computer post all monies received by the office for special flowers, dinners, and similar requests, as needed.
6. Collect, place in the locked file cabinet or safe, and computer post Abiding Memorial and similar gifts; prepare and distribute acknowledgments of all such gifts.
7. Assist the Treasurer and Finance Ministry Team in preparing contribution reports, and other financial reports as needed.
8. Pay online bills as needed.
9. Submit timesheets for employees.

**OTHER DUTIES:**

This document serves as a guide for the Ministry Coordinator. Other duties may emerge as time goes on and will be determined in consultation with the Pastor.

**CONFIDENTIALY AGREEMENT:**

The Ministry Coordinator understands the sensitive nature of information concerning the security, finances, personnel, and congregational life of the Church; and she/he agrees not, without proper authority, to release or provide such information to anyone not authorized to receive such information.

**HOURS AND PAY:**

20 hours per week (schedule flexible) \$17 per hour