

Good Shepherd Lutheran Church Ministry Description

Ministry Title: Congregational Life Coordinator

Reports to: Associate Pastor of Congregational Life & Pastoral Care

Ministry Description: The Congregational Life Coordinator provides a focal point for identifying, engaging, coordinating and effectively utilizing the time and gifts of members for mission and ministry in the congregation. Maintains an awareness of the congregation's needs, and opportunities to meet these needs, by daily contacts and routine interactions with members. Serves as a connector for the congregation's membership to the congregation's mission.

Primary Responsibilities

Volunteer Ministry:

Promote fellowship and growth of discipleship that encourages and empowers all members to become active in Good Shepherd's mission and ministry. Work with alongside other staff team members, most especially working with the pastors, Director of Music & Worship, youth team and the Communications & Graphic Design Specialist, to facilitate effective communication and promoting programs that enhance awareness and participation. Recruit and train as needed, to support voluntary team leaders and team members in all ministry areas. In essence, the Congregational Life Coordinator serves alongside staff, pastors and key lay leaders to identify skills/passions of congregation members and find ways for those skills/passions to be utilized in the fulfillment of the congregation's mission.

Just a few of the ministry areas in which the Congregational Life Coordinator works with include – Worship (readers, ushers, communion assistants, worship coordinators, etc.); Fellowship (servers, treats, kitchen service, etc.); Special Events (dinners, celebrations, etc.); Adult Faith Formation (Bible study, service opportunities, etc.); Youth & Family Ministries (church school, confirmation, high school, etc.) Facility (special events, facility related service projects).

Membership Ministry:

Lead new member ministry. Coordinate and implement how new members are received into the congregation and how new members find connection to the mission and ministry of the congregation.

Serve as a coach to pastors, staff, and key lay leaders in how to engage, support and appreciate volunteers in the congregation.

Alongside the Executive Assistant Office Manager, maintain an accurate, up-to-date membership database. Assist pastors and staff in understanding how to utilize database information.

Wedding & Funeral Ministry:

Develop, maintain, communicate, and coordinate wedding policies, procedures, and schedules with the pastors. Recruit, train, and direct wedding coordinators to ensure smooth flow of wedding activities and to help enhance the wedding ceremony. Provide support to ensure appropriate materials and supplies are available for the wedding ceremony.

Serve as the staff liaison for funeral reception ministry between pastors, WELCA service teams, and the funeral home.

Meetings & Administration:

Attend staff meetings, team meetings, continuing education sessions, and other meetings as needed for effective learning, communication, and coordination. Write program summaries, progress reports, letters, e-mails, recognitions, thank you cards, and articles for the newsletters and bulletins.

Personal & Spiritual Growth:

Engage in the ministry of self-care through personal and spiritual growth. Nurture spiritual growth through prayer, worship services, reading, attending educational conferences, and other avenues personally chosen to foster this growth.

Education and Experience Desired

An Associate's degree or equivalent experience of at least three years working with volunteers. Experience with Microsoft Office Suite products is a must. Comfortable with multiple technology formats is a must. Familiarity with using a database is favorable.

Talents and Gifts Needed for this Ministry

A heart and desire to lead God's people in ministry. A growing personal relationship with God. Support for the vision and mission of Good Shepherd Lutheran Church. The Congregational Life Coordinator must be able to work in an agile team environment and possess a high degree of skill in organization, communication, teamwork, training, facilitating, coaching, and leadership. Possessing the ability to build relationships, recruit, train, and motivate adults and children is also a must. Requires the ability to keep sensitive and confidential information. Self-motivation and ability to determine priority needs from routine tasks.

Examples of Working Conditions

A full-time position (40+ hours per week) with eligibility for benefits as outlined in the employee manual. Typical work schedule is 9-4, Mon-Thu, with 1 hour lunch break. (24+ hours) plus routine evening and weekend work (16+ hours). The Congregational Life Coordinator is present at all weekly worship services, as well as Festival Days of the church like Christmas Eve, Christmas Day, Maundy Thursday, Good Friday, Holy Saturday, and Easter Sunday. Holiday time off is therefore flexible to take prior or after the Festival Holidays.

GOOD SHEPHERD LUTHERAN CHURCH

Employment Application



Good Shepherd
LUTHERAN CHURCH

106 Osage Avenue, Bismarck, ND 58501-2673

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available				Desired Salary
Position Applied for				
Are you authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain.				
(An affirmative answer will not automatically disqualify you from consideration for the position for which you are applying. Factors such as age of the conviction, time of events, seriousness and nature of the violation, and rehabilitation are taken into account.)				

EDUCATION

High School		Address		
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>		Degree		
College		Address		
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address		
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

REFERENCES

Please list 3 professional references.

1) Full Name		Relationship
Company		Phone
Address		
2) Full Name		Relationship
Company		Phone
Address		
3) Full Name		Relationship
Company		Phone
Address		

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

OTHER

Are there any other experiences, skills or qualifications you would like to point out including professional, business, volunteer or civic activities? (You may exclude those which indicate race, color, religion, sex or national origin).

Are you aware of any reason why you cannot perform the essential functions of the job for which you are being considered?

State any additional information you feel may be helpful to us in considering your application.

DISCLAIMER AND SIGNATURE

This application will be considered active for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply.

The information provided is true and complete to the best of my knowledge. I understand that a misrepresentation or omission by me on this application or during the interview process will be cause for cancellation of the application or dismissal, if employed.

I authorize Good Shepherd Lutheran Church to verify the information contained in the application. I further authorize and request that all of my present and former employers and those individuals I have listed as professional references furnish information about my employment record, including a statement of the reason for the termination, work performance, abilities, and other qualities pertinent to my qualification for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

I also understand that I will be required to abide by all rules and regulations of the employer as they now exist and as they are amended from time to time at the church's sole option. Any offer I receive from the church is contingent upon my successful completion of the church's total pre-employment screening process. I acknowledge that for certain jobs I may be required to submit to pre-employment drug testing. Compliance is a requisite for employment.

I understand that I will not have a contract of employment between myself and Good Shepherd Lutheran Church, for any specified period of time. I also understand that subject to applicable laws, the employment relationship is an "At will" relationship, as such, it may be terminated by myself, or by Good Shepherd Lutheran Church, at any time, for any reason and with or without notice. This application is not an offer of employment

Signature:

Date: