

Faith Lutheran Church

Position Description – Adult Ministry Coordinator

Position Purpose:

This position will connect adult congregation members with fellowship and volunteer service opportunities at Faith and in our community, matching gifts and interests with needs and opportunities.

Position Classification:

This is a part-time, non-exempt position.

Position Responsibilities:

- Interact with congregation and visitors on Wednesday evenings and Sunday mornings
- Gather strengths and interests of congregation and visitors to:
 - Connect and create affinity groups
 - Connect with volunteer opportunities
- Provide coordination and support to help new and existing affinity groups flourish
- Based on interests of affinity groups:
 - Coordinate retreats, overnight trips, etc.
 - Coordinate gathering items for community outreach and sending people out for service opportunities
- Define volunteer roles and responsibilities, expectations, and write standard operating procedures as needed
- Collect volunteer information from staff and members, consolidate the information, and report data to Council and the congregation
- Work collaboratively with staff and members to recruit and coordinate volunteers and track hours
- Train volunteers, including but not limited to welcome desk attendants, ushers, greeters, Communion servers, and Faith Break/fellowship servers
- Remind volunteers of upcoming duties and find substitutes as needed
- Invite participation with affinity group and volunteer service opportunities via face-to-face conversations, phone calls, email and social media
- Coordinate resources, ensuring leaders and volunteers have materials needed
- Write or edit content for Faith communication regarding Adult Ministry opportunities including congregation emails, bulletin inserts, flyers, verbal announcements, social media, press releases and website
- Write, take pictures and communicate impact of Adult Ministry activities to the congregation using photos and stories, in coordination with staff
- Thank and recognize leaders and volunteers
- Attend weekly staff meeting
- Other duties as assigned

Faith Lutheran Church

Position Reports to:

Senior Pastor

Position Supervises:

Volunteers

Position Qualifications:

Required

- Willingness to contact and build relationships with people you don't know
- Advanced proficiency in Microsoft Office programs (*e.g.*, Word, Excel, PowerPoint) and network-related programs

Preferred

- Previous experience creating affinity groups
- Previous experience recruiting, training and coordinating volunteers

Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills and Abilities:** This position requires dedication to the mission and ministry, analytical and artistic skills, and strong communication, organizational and coordination abilities. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner. Employee is encouraged to continue lifelong learning by attending professional training and seminars to enhance his/her skill set.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.

Faith Lutheran Church

4. **Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
5. **Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.