



FAITH LUTHERAN CHURCH

Inclusive Grace. Contagious Love.

JOB TITLE: Ministry Support

EFFECTIVE DATE: September 2, 2021

FLSA STATUS: Non-exempt; required to provide timesheets

POSITION REPORTS TO: Senior Pastor

MINISTRY COMMITTEE SUPPORT: Connections Ministries

OBJECTIVE:

To oversee and coordinate the engagement and integration of members through new member classes, small group integration and matching volunteer opportunities to the congregation, as well as to perform office/administrative support.

HOURS: Part time – 30 hours/week

SUPERVISION

Sunday Custodians and Nursery Attendants

ESSENTIAL FUNCTIONS OF THE JOB:

- Work with the Connections Ministry; including visioning collaboration with the Pastors, staff and Ministry liaison to Church Council. Attend Connection Ministry Meetings.
- Be present at worship times (Sunday morning, Wednesday evening and special programs) to recruit and ensure volunteers are equipped.
- Identify and define the volunteer needs of FELC and its congregation including recruiting and scheduling worship participants
- Maintain gifts inventory (collection and management of) for existing and new members. Track and report member involvement in all levels of activities.
- Ability to handle special tasks/projects as assigned by Senior Pastor, Associate Pastor and Council.
- Warmly welcome visitors to the church office, answer phone calls, general emails and inquires by members, community members and vendors. Check voice mails and general emails daily.
- Develops calendar and maintains all meetings rooms – coordinate the needs of each meeting
- Responsible for weekly bulletin printing and collating
- Provides clerical and administrative functions to support Faith Ministries

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Good communications skills in English, both written and verbal. Demonstrated ability to communicate effectively and efficiently, both orally and in writing to congregational members, staff and general public.
- Ability to multi-task and work well in a fast-paced environment.
- Positive, approachable attitude.
- Willingness to take on special projects & assignments
- Possession of effective problem solving and analytical skills.
- Ability to establish and achieve priorities in daily responsibilities.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees, FELC members, and community members.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, integrity, resourcefulness, efficiency and professionalism.
- Ability to work in Realm database or similar type.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard and phones.
- To talk and hear with enough proficiency to allow for communicating with Congregational Members, staff, Council and community members by phone or in person.
- Ability to lift "50" pounds.

QUALIFICATIONS:

- Post-secondary degree or technical school.
- 3+ years of related work experience with volunteers/volunteering.

The examples given above are intended only as illustrations of various types of work performed and not necessarily all inclusive. This job description is subject to change as the needs of the Church and requirements of the position change. Faith Evangelical Lutheran Church reserves the right to change and/or edit any and all of the job duties as necessary.

NON-DISCRIMINATION POLICY:

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.