**CHRIST EVANGELICAL LUTHERAN CHURCH**

**Job Description – Coordinator for Ministry Engagement**

**The purpose of the position of Coordinator for Ministry Engagement is the development and maintenance of a volunteer recruitment system that enhances the ways in which persons can be involved in God’s work in and through the ministries of Christ Evangelical Lutheran Church [CELC]**.

**Qualifications:**

a.       A history of active participation in the life of the church and commitment to growing and deepening that participation;

b.       Ability to communicate clearly and to listen to others;

c.       Commitment to the current strategy and needs of the congregation;

d.       Ability and commitment to work collaboratively with other leaders and staff;

e.       Planning, organizational, and administrative skills; and

f.        Computer and social media skills [including using Word, Excel and other related technical skills].

**Duties:**

a.     Recruiting and scheduling volunteers for assembling The Crux newsletter and worship leaders [i.e., ushers, acolytes, greeters, lectors, communion assistants, counters, nursery helpers, assisting ministers, CD recorders, altar flower deliverers, communion bread suppliers, and communion preparers];

b.    Developing and maintaining a database of all volunteer positions with position descriptions, members currently serving, and positions needed and to be filled, and contact information for all church members.

c.     Meeting with committee chairs and church leadership to identify immediate priority needs and develop volunteer position descriptions for ministry leadership positions with the assistance of the sponsoring committee or group; and

d.    Surveying members of the congregation, either in person or by phone, to determine:

1.       Those ministries they are currently involved with;

2.       Ministries with which they would like to be involved; and

3.       Ministries they would like to see developed at CELC.

e.     Assisting members of the congregation in identifying and using their gifts for ministry that energize them and for which they have a passion.

1.       Assisting in developing relationships with youth and processes increasing youth involvement in ministries.

2.       Coordinating with the Witness Committee to meet with new members, informing them of and connecting them to ministries of the congregation matching their gifts, skills, interests and passions.

**Relationships**:

1. Position will report directly to the associate pastor and with the senior pastor as an indirect supervisor.
2. Attend monthly staff meetings.
3. Communicate with the staff, congregation officers and committee chairpersons regularly to
4. stay connected to ministry issues, needs and plans.

e.        Meet and develop relationships with the adult members of the congregation and

[appropriately aged] youth members

f. Work in partnership with the Administrative Assistant/Bookkeeper when resources are

required and to get materials developed and produced as needed in a timely and efficient way.

**Staff Hours:**

a.        25 – 30 hours per month (46-48 weeks per year)

b.       Average 6 - 7 hours per week – but hour distribution per month is flexible

c.       Regular attendance in worship expected (not considered work time).