

**IMMANUEL LUTHERAN CHURCH
CROSBY, MN
POSITION DESCRIPTION
MEMBER MINISTRY COORDINATOR**

VISION: To communicate with individuals and teams of people to coordinate tasks, such as funerals, coffee & fellowship and etc. Worship & fellowship together, as the Body of Christ, at Immanuel Lutheran Church through outreach ministries and missions.

REPORTS TO: Office Manager

RESPONSIBILITIES:

- Be available to members of Immanuel as needed for this position. Have regular office hours.
- Be considered a member of the church staff and attend staff meetings.
- Communicate weekly/monthly with staff/congregation the needs for the following month.
- Communicate with supervisor on a regular basis.
- Schedule quarterly, or as needed, meetings with SRT Captains.
- Review and record friendship cards weekly. Coordinate new members classes twice a year.
- Communicate with SRT Captains on any changes.
- Coordinate funeral and other special events and projects.
- Work on Special projects that may be assigned by supervisor.
- Complete annual review process.
- Each position must be seen as part of the larger ministry team at Immanuel.
- Each staff member is responsible to promote and model unity, harmony, and healthy communication and respect with other staff members and members of the congregation in the ongoing life and mission of the faith community.
- Each staff member will be encouraged to be active in the life of the congregation (if they are a member here) and to grow as a disciple of Christ.
- As a staff member, each staff member becomes an advocate for the life, mission and ministries of Immanuel.
- Visit other churches to learn how they coordinate parish events and obtain volunteers.
- Attend training to become more knowledgeable with Servant Keeper, continuation of improving computer skills and attend Skillpath training sessions as determined by supervisor and employee.
- Schedule annual volunteer recognition.

QUALIFICATIONS:

Effective written and verbal communication skills in both small and large-group settings.

Personal initiative to complete tasks with minimal supervision and a need for attention to detail.

Need to be flexible with special events (funerals, new member classes and etc.).

Understand the importance of confidentiality of information within the congregation.

Adaptability that maintains effectiveness in varying environments, tasks, planning and organizational skills.

Experience with computers and other basic technology.

Able to pass background check.

Ability to learn and understand and use Servant Keeper.

JOB DUTIES:

Check emails and respond on a daily basis and any updates from the Office Manager.
Update Servant Keeper on a daily basis.
Coordinate funerals, as needed.
Email Care Center Worship Team once, monthly.
Schedule SRT meetings as needed.
Update table tents and posters
Annual Reports.
Scheduling of SRT & Church Cleaning Schedule, Lenten (Ecumenical Devotions thru Holy Week).
Partner with Pastor/Outreach Committee. Keep Personnel Committee updated with results.
Monthly Worship Service Schedule
Monthly Newsletter calendar
Review and process Connection Cards
E calendar monthly
Send Birthday & Anniversary cards
Schedule lawn mowing and shoveling
Update Ministry Manuel as needed.
Create Snowbird listing semi-annually.
Order flowers for church members in the hospital.
Maintain and update church mailboxes.
Sends out prayer list mass emails on Thursdays to congregation.
Follow-up with visitors
Other duties as assigned.