

POSTING: PARISH SUPPORT

Christus Victor Lutheran Church in North Naples seeks a compassionate individual to assist the Parish Administrator and Pastor in various tasks and through positive interaction with the larger congregation and community. CVLC is an ELCA congregation known for its welcome and outreach ministries. Our campus is on Route 41, about a mile south of Bonita Beach Road. This part-time position was created as part of our planning efforts to grow our ministry and expand our impact in the community.

Christus Victor Lutheran's ministry varies seasonally. For the first four months of the year, we offer three worship opportunities and worship over three hundred on a Sunday. During the year's balance, there are two worships with around one hundred twenty attendance. Our community comprises around three hundred persons on the membership role with at least as many "visitors" who have been attending for years. New pastoral leadership is working with the elected Council and staff to implement a strategic plan to expand the congregation's engagement among those who attend and those who live in the neighborhood. We are in a time of exciting new possibilities.

To grow the ministry, CVLC needs help. Many tasks need completion on time. There is also a need for someone to serve as a host on Sunday mornings and a receptionist during the week to ensure we are at our best as a welcoming community. At CVLC, you will be a part of a hardworking, personable, and supportive team that interacts with many people, does meaningful work that positively impacts people's lives, and has fun working together.

Benefits and Pay Range:

- \$17.50 per hour. 25 hours per week. Sunday through Thursday.
- Two weeks of vacation and selected holidays

Responsibilities and Duties:

- Serve as a Sunday Morning Host (7:30 a.m. to 12:30 p.m.) to open/close the church, ensure that everything is ready for worshipers, troubleshoot and problem-solve issues that arise, and assist worshipers.
- Serve as a Receptionist Monday-Thursday (9:00 a.m. to 2:00 p.m.) to receive visitors and answer phones.
- Complete tasks assigned by the Parish Administrator.
- Complete tasks assigned by the Pastor.

Requirements and Qualifications:

- Must be compassionate, energetic, able to follow directions (asking for clarification to understand what is needed), can focus on the task at hand, and complete assigned tasks promptly, efficiently, and satisfactorily.

- Needs to be friendly, be welcoming, embody CVLC's G.R.A.C.E. values (God's Grace, Respect, Appreciation, Compassion, Encouragement), and be a good judge of character who can find the good in all people.
- Demonstrate team player qualities and gets along well with other staff (paid/unpaid) and volunteers.
- Competent in using computers, the Internet, and office equipment.
- Helpful to have familiarity with Office, WordPress, MailChimp, Breeze, PowerPoint, Atracker, Redbooth, or similar software.
- Able to learn new programs and processes that increase efficiency and networking capacity.

Educational Requirements:

- Prior work experience in a small office or church would be a bonus.
- Must demonstrate competency in using computers, websites, and social media.

Timeline for Hiring and Application Process:

- CVLC is currently receiving resumes from interested applicants.
- Interviews will begin during the week of May 14.
- A search team will conduct interviews.
- We want to start our new Parish Support by the end of May.

We trust that the Spirit will bring the right leader to fill this critical position in the life of our Christian community at a promising time in our history. If you have talents, energy, enthusiasm, and time you would like to share with us, we pray you will consider applying. Send your resume to:

The Rev. Dr. Walt Lichtenberger
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Naples, FL 34110

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