



## Coordinator of Membership Ministries

### Ministry Understanding

The Coordinator of Membership Ministries is a paid, 25-30 hours part-time position of this congregation.

### About Us

Spirit of Christ is an active, faith-filled, community-driven congregation of the Evangelical Lutheran Church in America (ELCA). We love boldly, laugh a lot, and delight in God's gifts of grace, joy, and welcome for all. Our faith is carried out through authentically blended worship, engaging fellowship events, and reaching out beyond our church walls.

Mission Statement: *Reach Up. Reach In. Reach Out.*

Vision Statement: Spirit of Christ envisions people who Reach Up, Reach In, and Reach Out. With one hand lifted toward God and the other toward all people, Spirit of Christ commits to:

- Deepening our relationship with God.
- Creating a warm and nurturing environment within our church.
- Actively engaging with love and compassion for our broader community and the world.

We are a Reconciling in Christ Congregation. At Spirit of Christ, we welcome all individuals as having been created in the image of God. We embrace, affirm, and advocate for all of God's beloved children. We celebrate all racial and ethnic backgrounds, striving to work toward anti-racism within our community. We value folks of all sexual orientations, gender identities, and gender expressions. We cherish people of all physical and mental abilities, ages, and socioeconomic status.

We invite you to check out our website to learn more about who we are:

<https://spiritofchristclawson.org>

## **Job Responsibilities and Duties**

1. Work as an effective church office administrator, maintaining regular contact with members, and sustaining the warm and nurturing environment at Spirit of Christ.
2. Be the greeter in the office! Answer phone calls, help answer questions, take messages, etc.
3. Help to discern and carry out ministry needs in partnership with different groups at Spirit of Christ.
4. Oversee the production of bulletins and other documents.
5. Maintain church records including new members, funerals, baptisms, transfers, weddings, etc.
6. Coordinate parish visitation for homebound members and head up our Membership Care Team including greeting card ministry volunteers.
7. Recruit, train, and schedule Sunday Worship Volunteers.
8. Coordinate Coffee Hour volunteers.
9. Be present in worship at least 1 Sunday per month. (We'll have coffee!)
10. Keep office organized and orderly.
11. Manage space use and rentals by outside groups.
12. Attend weekly staff meetings and special events.
13. As a staff member at Spirit of Christ, take an active role in carrying out our mission and vision.
14. Be creative and have fun!
15. Other duties as assigned.

## **Job Skills**

1. Cordial and professional conduct.
2. Excellent communication and organizational skills.
3. Joy and love of community building.
4. Maintain confidentiality of personal information.
5. Dependability and flexibility.
6. Proficiency in computer applications and digital tools such as Microsoft Office, and comfortable learning new software like Tithely and Canva.

7. A willingness to serve on staff with the best team ever!
8. Pass a background check.

Experience in a church or administrative role is preferred, but we are willing to train the right fit!

Work hours will typically be Monday through Thursday, with flexibility for evening meetings and events. Be available to work from 9:30am-11:30am on Sundays once a month and occasionally during other special services/events. (i.e. mid-week services, Holy Week, etc.)

### **Supervision**

The Coordinator of Membership Ministries will report to Pastor Brandt, Senior Pastor, and will meet with him regularly to discuss any needs or concerns.

### **Evaluation and Compensation**

Part-time salary will range from \$28,600-\$33,000 depending on experience. Annually, The Coordinator of Membership Ministries will have a job performance review with both pastors and the Council Executive Team. The compensation package will be reviewed annually.

**Application Process:** Please submit a resume and cover letter to Pastor Joel Brandt ([prjbrandt@spiritofchristclawson.org](mailto:prjbrandt@spiritofchristclawson.org)) and Pastor Kristin McCarthy ([prkmccarthy@spiritofchristclawson.org](mailto:prkmccarthy@spiritofchristclawson.org)). Applications will be reviewed on a rolling basis until the position is filled. We look forward to hearing from you!