

Congregational Life Coordinator Job Description
Part-time: 30 hours per week (hybrid schedule)
Sunday morning required during worship and Church activities.

The Congregational Life Coordinator is a new position at Christ Lutheran Church, as such the specific job responsibilities may evolve over time. The overall vision for this position is to place focus on supporting the needs of our current congregation and add focus on how to best serve the community and neighborhood. The position is an integral team member and reports to the Senior Pastor. The successful candidate will have excellent communication skills (verbal and written), experience with MS Office in a PC environment, proven skills in coordinating, organizing, and scheduling volunteers, and have experience in managing (and enhancing) digital presence (Facebook, Website, social media, etc.) This position is a hybrid position which is primarily an 'on-site' position, with no more than one day per week spent working from home. On-site hours include Sunday and at least two other days that overlap with the Senior Pastors schedule (final schedule will be mutually agreed.)

Compensation is \$20-\$30 per hour (aligned with experience.) This position does not include benefits such as pension, healthcare or paid vacation.

Anticipated Job Description

1. Worship Support

- a. Ensure worship is coordinated for:
 - 1. Lay Assistants
 - 2. Communion Assistants
 - 3. Ushers
 - 4. Homebound Communion Team
 - 5. A/V Desk Volunteers
 - 6. Youth and family participation in worship
 - 7. Other activities that require coordination

2. New Members

- a. Working with the Senior Pastor, develop strategies for attracting new members, such as:
 - 1. Incremental worship opportunities
 - 2. Alternative worship styles, focus, etc.

3. Digital / Print Communication

- a. Be responsible for Christ Lutheran Church's digital communications by:
 - 1. Creating and publishing the 'Beacon' (weekly newsletter distributed on Friday morning)
 - 2. Create, monitor, update, and maintain digital presence (social media, website, etc.)
 - 3. Create internal and external advertising using print, digital, or other appropriate media.
 - a. Targeted communication and invitations to the neighborhood, fliers, sign-up, etc.

4. Fellowship Opportunities

- a. Identify, plan, and implement fellowship activities by age group for:
 1. Multigenerational activities
 2. Youth and young family
 3. Concerts, picnics, etc.
 4. Support the Board of Outreach to augment and expand outreach to members.
 - i. Meals for current members, Shut-ins, etc.

Other job responsibilities may arise (or be adjusted) as the position evolves. Employment of the successful candidate will be contingent on a full background check. Interested and qualified candidates should send their resume (with at least three references) and letter of introduction to:

USPS:

Senior Pastor
Christ Lutheran Church
12500 Canal Rd
Sterling Heights, MI 48313
Attention: Congregational Life Coordinator

Email:

seniorpastor@christsterling.org

Subject: Congregational Life Coordinator