

Bethany Lutheran Church Position Description

Faith Formation Administrative Assistant

Evangelism & Outreach Coordinator

Summary

The Faith Formation Administrative Assistant shall serve as the primary administrative support point of contact for the Faith Formation Program and shall be responsible for managing student data and paperwork, communicating related items to staff and appropriate volunteers, responding to phone inquiries and assisting with other miscellaneous day-to-day office and administrative tasks.

The Faith Formation Administrative Assistant shall also serve as the Evangelism & Outreach Coordinator, responsible for leading and coordinating the Evangelism Team in their efforts to share Bethany's message with the community.

Scope and Responsibility:

- Support the administrative needs of the Faith Formation Program, including, but not limited to, the Faith Formation Pastor, the Director of Children's Ministry, the Faith Formation Director of Youth, and the Teaching & Learning Ministry Team
- Process and maintain student registration paperwork and payments for school year programming, mission trips, retreats, camp activities, and other faith formation events, as needed
- Support faith formation program events, as needed
- Assist as needed with other general weekly Administrative Tasks, as needed
- Other general clerical duties and special projects, as assigned
- Work with the Lead Pastor and the Pastor of Community & Care to start an Evangelism/Outreach Team
- Direct and coordinate the Evangelism/Outreach Team in their efforts to:
 - Creatively promote Bethany's mission, vision, and goals to the community at large
 - Promote a culture of welcome for visitors and new members
 - Craft a mission statement and plan to foster continued growth of the congregation
- Coordinate with the Communications Manager to ensure outreach efforts are aligned with other Bethany communication
- Maintain compliance with policies and procedures as outlined in Bethany Lutheran Church *Employee Handbook*.

1) Reporting to:

The Faith Formation Administrative Assistant/Evangelism & Outreach Coordinator reports to the Lead Pastor.

2) Accountability:

The Administrative Assistant is accountable to the Faith Formation Pastor and the Lead Pastor and is expected to collaborate with the Communications Manager and other members of the Office Staff on a regular basis.

3) Qualifications:

- Team player, with a willingness and desire to be part of a multiple staff ministry of Bethany Lutheran Church

- Experience in creative and visionary outreach and evangelism preferred
- Works well with diverse groups and situations to fulfill the church's mission, vision and goals
- Mature and energetic person with the ability to initiate, create and follow-through on tasks
- Basic abilities in computer applications such as word processing, spreadsheets, and database