

Church Life Coordinator/Children's Faith Formation

Job Description

Memorial Lutheran Church of Afton

Purpose: The role of the Church Life Coordinator is to assist with office administrative assistant tasks and Children's Faith Formation

Accountability: To the Pastor/Church Council

Position status: At-will, Part-time, Non-exempt

Qualities

- An open heart to all faith journeys, including their own.
- Be a welcoming presence during office hours and Sunday mornings
- Organized and good follow-through
- Enjoys people of all ages
- Enjoys learning technology
- The ability to effectively seek and utilize volunteers
- Good communicator

Administration Duties Include:

- Office duties- i.e. answer phone, follow-up voicemail, contact vendors
- Manage church communication, calendar and records
- Work with the pastor and staff to recruit volunteers for weekly worship and regular service ministries
- Schedule and communicate with volunteers, including for funerals
- Weekly communication to appropriate staff- i.e. announcements
- Proof and print weekly bulletin and announcements
- Proof and print/mail Church newsletters
- Be trained on *One Church* database software and input as needed including church calendar
- Work with Google Docs and Google Drive and software program One Church, as well as our church website
- Be a front office presence during office hours
- 15 hours a week, present during office hours with flexibility to work from home off office. Current scheduled office hours Monday through Wednesday, 9:00am - 12:00pm (excluding National holidays) and Sunday mornings.

Faith Formation Duties Include:

- Develop in collaboration with pastor the Sunday School curriculum, offering learning and curiosity, as well a deep sense of connection with the community and with God
- Recruit volunteer teachers for Sunday School and Confirmation
- Plan with pastor intergenerational opportunities to strengthen the greater MLC community such as; Prayer Partners, Christmas program and Vacation Bible School
- Attend regularly scheduled staff meetings. Attend council meetings as needed

Compensation and evaluation:

Compensation offered 20 hours/week- \$2000/month.

Paid time away (PTO) per Staff Handbook. Attend Sunday activities and find support when unable to attend.

Review process and annual increase to compensation as noted in Staff Handbook.

Evaluations per Staff Handbook