

Church Life Coordinator

Job Description

Memorial Lutheran Church of Afton

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

Accountability: To the Pastor

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
- Enjoys people and conversation
- Good communicator

Skills

- Strong relationship-building skills
- Good organizational skills
- Good communication skills, verbal and written
- Strong understanding of technology
- The ability to effectively seek and utilize volunteers

Church life Coordinator 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 OneChurch, 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 some Sunday mornings

Compensation & evaluation:

The starting offered compensation 15 hours/week - \$1500/month. 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