

Church Coordinator Position Description

The Church Coordinator position would be an administrative staff position, working approximately 30 hours per week. The purpose of this position is to combine the intended Member Ministry Coordinator work with the extra projects that are often taken on by the person in this position, as well as establishing a coordinator for all major church events. Much of the event work currently falls to the members of Council, which is outside of the intended scope of their duties. The adjusted responsibilities of this position are listed below.

Volunteers & MPDs

1. Keep all MPDs up to date
 - a. Send to appropriate volunteer for annual review
 - b. Send to Council Elder for annual approval after review
 - c. Write new descriptions as positions arise
 - d. Keep *Opportunities to Serve* booklet up to date
2. Find and manage volunteers
 - a. Compile lists of people who could potentially help
 - b. Contact people to ask them to volunteer
 - c. Coordinate between "head" volunteers and the people working with them
 - d. Check in with volunteers to ensure they are still content in their roles and to see if they need anything
 - e. Cover for volunteers if they step down or cannot complete their responsibilities for some reason
3. Manage Church 360 tags and member profiles

New Members & Monthly Spotlights

1. Conduct new member interviews
 - a. Contact new members to schedule interviews
 - b. Give tour of building and complete interview
 - c. Write Spotlight for next newsletter
 - d. Check back in after a month or so to make sure they're adjusting
2. Write monthly spotlights
 - a. Continue selecting members who have not had a Spotlight and interview them as able
 - b. Write Spotlights for existing members

Miscellaneous Projects

1. Take on miscellaneous projects that don't fit into the work of anyone else on staff (e.g., apparel orders, online giving, updating random things, etc.)
2. Find volunteers to help as applicable

Event Coordinating

****see MPDs for details on each of these**

- | | |
|--------------------------|------------------------------|
| 1. Game Nights | 6. Mother's or Father's Day? |
| 2. Fall Fest | 7. VBS |
| 3. Advent by Candlelight | 8. Church Picnic |
| 4. Christmas event? | 9. Welcome Back Sunday |
| 5. Easter breakfast | 10. Special meals? |

Digital Media

1. Facebook
 - a. Schedule weekly posts about services, events, etc.
 - b. Advertise upcoming events
 - c. Respond to messages/questions/comments as they arise
2. Website
 - a. Weekly: Post and upload announcements; upload bulletin, sermon, and livestream.
 - b. Monthly: Post and upload newsletter; post volunteer schedules.
 - c. As needed: Update personnel information; update home page with current events; update other website pages.

Optional

1. Graphic design
 - a. Create weekly bulletins
 - b. Create weekly PowerPoints
 - c. Create posters/postcards/etc. for all events, Bible studies, etc.
2. Social media
 - a. Expand our presence on social media
 - b. Do whatever is involved in that expanded presence

Other Possibilities

1. Discovery workshops (takes a LOT of prework and continued work after the fact)
2. Leadership development training for Elders, staff, etc
3. Find opportunities for the church members to interact with and volunteer in the community
4. More?

Employment Application: Church Coordinator

Applicant Information

Full Name: _____ Date: _____
 Last *First* *M.I.*

Address: _____
 Street Address *Apartment/Unit #*

 City *State* *ZIP Code*

Phone: _____ Email: _____

Date of Birth: _____ SSN: _____ Desired Salary: _____

Available Starting Date: _____

Flexibility of Hours Worked

This position works approximately 30 hours per week. These hours are flexible. Some work can be completed away from the office, but it is beneficial to work 1-2 day in the office.

Are there any days/times Monday through Friday that you are not available to work? If so, please list those days/times:

There are times throughout the year that you may be required to work additional hours. Are you willing to work additional hours as needed? ☐ Yes ☐ No

Are there limitations to the number of hours you can work? If so, please indicate what those limitations are:

Church Member Info/Legal History

Are you an active member of a WELS church? ☐ Yes ☐ No

Church Name: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If so, explain: _____

Education

High School: _____

Dates Attended: _____ Did you graduate? ☐ Yes ☐ No

College: _____ Degree: _____

Dates Attended: _____ Did you graduate? ☐ Yes ☐ No

Previous Related Employment

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Dates Employed: _____ Reason for Leaving: _____

Company: _____ Supervisor: _____

Address: _____ Phone: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Dates Employed: _____ Reason for Leaving: _____

Software Experience

Are you familiar with or proficient in the following Microsoft Office Software programs? ****Please note that you do not need to be familiar/proficient with all of these. There will be on-the-job training.**

Outlook:	<input type="checkbox"/> No Experience	<input type="checkbox"/> Familiar	<input type="checkbox"/> Proficient
Word:	<input type="checkbox"/> No Experience	<input type="checkbox"/> Familiar	<input type="checkbox"/> Proficient
Publisher:	<input type="checkbox"/> No Experience	<input type="checkbox"/> Familiar	<input type="checkbox"/> Proficient
PowerPoint:	<input type="checkbox"/> No Experience	<input type="checkbox"/> Familiar	<input type="checkbox"/> Proficient
Excel:	<input type="checkbox"/> No Experience	<input type="checkbox"/> Familiar	<input type="checkbox"/> Proficient

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____