

St. John's Lutheran Church, Rock Island, is seeking a qualified person to fill the following staff position:

### **Lay Ministry and Outreach Coordinator**

#### **Description:**

Assume leadership in the development, coordination and implementation of lay and outreach ministries in the congregation, enabling people to live out their relationship with Jesus Christ in their daily lives.

#### **Qualifications:**

This position requires a person who:

- Is highly motivated, organized and creative
- Demonstrates good computer and communication (written/verbal) skills
- Is outgoing and positive
- Is flexible, with an ability to handle multiple tasks simultaneously
- Is able to work collaboratively with staff, volunteers, and people of all ages

#### **Responsibilities:**

Lay Ministry and Outreach Coordinator will work collaboratively with the congregation to:

1. Organize congregational volunteers
  - develop a system for identifying peoples' gifts for ministry
  - match the volunteers to committees and ministries
  - disseminate lists of said volunteers to staff, committee chairs and the volunteers
  - work with volunteers and programs to schedule activities in a timely manner
  - Implement a structure, including use of a computer program, to coordinate existing and to cultivate new outreach ministries, including but not exclusive to:
    - older adult ministries (for example, shut-in)
    - caring ministries (for example, visitor contact)
    - worship service (for example, schedule acolytes, van, ushers)
    - supporting and helping to grow WOW
    - ministries with displaced people (for example, meal sites, refugees)
2. Attend staff meetings and other meetings as necessary for the achievement of these goals.
3. Other duties in this area as assigned.

#### **Other:**

Lay Ministry and Outreach Coordinator will report to the church pastor and church council executive committee. The probationary period will be 90 days. Performance will be reviewed annually.

Hours: \_\_\_\_\_

Salary range: \_\_\_\_\_