

Lay Ministry Coordinator

Job Description

Position: Lay Ministry Coordinator

Summary: Facilitate the development and staffing of ministry teams for the purpose of:

- ◆ Providing varied and flexible opportunities for member involvement
- ◆ Providing outlets to better utilize the gifts and talents of members wishing to participate
- ◆ Assisting the Boards in carrying out their duties and responsibilities through Lay Ministry Teams so that the Boards can focus more on setting direction and/or policy

Accountability: Paid, staff position with supervision provided by the senior minister

Time Commitment: Ten hours per week, 50 weeks per year (will need to be reviewed once position has been in place for a while to determine actual need)

Responsibilities:

- ◆ Work with Stewardship Board to complete and periodically update the Time & Talent Survey and develop an effective data base to manage and utilize the information
- ◆ Work with the various Boards to identify the potential need for ministry teams and the interests and skill sets required for each team
- ◆ Solicit member involvement in ministry teams utilizing the Time & Talent data base as well as other means to identify possible participants
- ◆ With the ministerial staff and Boards educate and motivate our congregation to realize and accept that service and participation is not only an expectation, but an obligation and that there are huge spiritual rewards for those who get involved.
- ◆ Publicize lay ministry service and other volunteer opportunities via newsletter announcements, church service announcements, etc.
- ◆ Assist in integrating new members into the congregation by providing them with opportunities to get involved in ministry teams and adding Time & Talent survey information to the data base

- ◆ Assist the nominating committee (perhaps Lay Leader Development might be an appropriate name for this committee) in identifying potential new board members
- ◆ Celebrate the contributions made by Lay Ministry Teams and their members to the life of the church and community

Skills Required:

- ◆ Excellent interpersonal skills
- ◆ Strong oral and written communication skills
- ◆ Ability to market and/or sell the benefits of participation
- ◆ Strong computer skills (data base management, word processing, e-mail, etc.) or willingness to learn
- ◆ Ability to work as part of the church ministry
- ◆ Self initiative, motivation
- ◆ Willingness to develop and further define the role of the Lay Ministry Coordinator
- ◆ Organizational skills
- ◆ Creative
- ◆ Ability to problem solve