

COORDINATOR OF MISSIONAL OUTREACH

GOOD SHEPHERD / TRINITY / PRINCE OF GLORY EVANGELICAL LUTHERAN CHURCHES

Good Shepherd, Trinity and Prince of Glory are three neighboring Lutheran (ELCA) congregations currently working toward consolidation. This part-time staff position supports the ministries of all three congregations, and provides basic administrative support at Prince of Glory. The Coordinator works closely with the Pastors and other staff and lay leaders to promote the work of our shared ministry and especially its goals of uniting the congregations.

Outreach activities for Good Shepherd, Trinity and Prince of Glory may include:

1. Lead joint efforts in outreach and service to the community.
2. Provide leadership support to the food pantry outreach ministry (Beacon of Hope) with the goal of expanding its service to semi-monthly or weekly service.
3. Support and promote synodical and other ELCA mission, service and advocacy programs.
4. Promote partnership with other church and local agencies.
5. Lead the congregations to engage and participate in local, domestic and foreign mission trips.

Duties of routine office support at Prince of Glory may include:

1. Answer phones, take messages, handle mail, process some financial matters,
2. Maintain church records including new members, transfers, weddings, baptisms, etc.; prepare parish directories twice a year.
3. Maintain office equipment and supplies: order as needed, subject to budget constraints; perform monthly AED checks and order supplies as needed.
4. Coordinate with other staff regarding weekly worship materials and necessary setups for weekend worship.
5. Keep church events master calendar and manage space use and rentals by outside groups; administer a lost & found area.
6. Maintain current list of keys and key holders, providing keys to staff and church members as needed. Collect keys when people leave.
7. Council support: Print agendas, minutes, etc., for Council and committees as requested; attend monthly Council meetings; maintain Council and committee records as needed; update rosters annually or as needed; prepare reports and notifications for Congregational Meetings.
8. Mailings: Take routine mail to the Post Office.
9. Other duties as assigned.

Qualifications

1. Authentic relationship with Jesus Christ
2. Ability to work closely with other staff and team members
3. Demonstrate an attitude toward role as minister of the church, not merely office help
4. Develop a high level of trust; protect the reputation and integrity of others through strict confidentiality
5. Ability to organize, coordinate, delegate
6. Create an environment that is inviting to people passing through on a daily basis
7. Develop procedure for caring for visitors during office hours
8. Support and enhance the efforts of volunteers to serve the church
9. Committed to the church's vision, leadership and people
10. Ability to use MS Word, Publisher, Outlook, MailChimp, Shepherd's Staff, (church database)

Additional information

- 15 hours per week, flexibly spread over 2-3 weekdays
- Two weeks paid vacation annually
- There are no health benefits, life benefits or retirement benefits provided for this part-time position

To apply, please send letter and resume by mail or email to:

Pastor Joel Brandt
trinityev@sbcglobal.net
Prince of Glory Lutheran Church
1357 W 14 Mile Road
Madison Heights, MI 48071