

Good Shepherd Lutheran Church
Ministry & Communications Coordinator
Position Description

Good Shepherd Lutheran Church is a welcoming, growing, inclusive, and active congregation. We seek a Ministry & Communications Coordinator to help us live out our mission. We are centered on Christ and Christ's mission. Everything we do flows toward worship on Sunday, and from worship on Sunday.

Good Shepherd Mission Statement:

We are a congregation empowered by the Good Shepherd to:

- *Nurture and support Christ's flock through Christ centered worship.*
- *Welcome all, offering trust and respect while sharing God's unconditional love.*
- *Reach out to the broader community through service and responsible stewardship of all God's creation.*

We are intentional about welcoming lesbian, gay, bisexual, transgender, and queer people. We advocate for and accompany immigrants. We are engaging in antiracism work.

Position Summary: The Ministry & Communications Coordinator assists the Pastor, and works collaboratively with the Church Staff and congregation members to fulfill the everyday function of the Church as well as the needs that arise through the calendar year. This position serves as the go-to person for managing communications between committees and the congregation. The creation of publications (bulletins, monthly newsletters, social media posts, special event posters, etc.) falls under this position.

Scope of Responsibilities

- **Collaborate** with Church Staff, and community, as directed by Pastor, to fulfill Good Shepherd's mission.
- **Create** volunteer sign-ups, bulletins, newsletters, and other congregational publications and mailings in collaboration with staff and congregation members.
- **Serve as the record keeper** of details from previous years to help Pastor and committee members plan initiatives, and assists in inter- committee communication.
- **Maintain** background checks for volunteers and staff and assist the Pastor with human resource needs as they arise.
- **Manage**, under direction of Pastor, the scheduling/posting to church social media platforms and Church website.

Qualifications

Interpersonal and Communication Skills:

- Ability and experience in communicating professionally, respectfully, and tactfully with Pastor, staff, congregation members, and the public
- Ability to contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission

- Experience in serving church members or clients
- Excellent verbal and written communication skills
- Ability to convey a positive image and build positive relationships with others both in person and via phone, email, and social media
- Maintain confidentiality at all times, in respect to and sensitivity for private affairs
- Ability to work with diverse groups of people

Organizational Skills:

- Ability to multitask, balance and focus on priorities
- Willingness to work regular hours while maintaining some flexibility in response to the needs of the congregation

Technical & Writing Experience:

- Experience with Microsoft Office, web-based databases and social media platforms for business purposes. Willingness to learn additional systems and platforms
- Excellent skills and experience in content writing and editing
- Basic Graphic/Content Design experience or willingness to learn

Employment Information

The Ministry & Communications Coordinator reports directly to and is supervised by the Pastor. An annual performance review is conducted by supervising Pastor, who consults with church leadership.

Pay is \$17-20/hour (commensurate with experience).

Work is 15 hours/week but may increase periodically based on church programming. Traditional daily office hours; however, the option is open to afternoon hours. Schedule may be discussed with the Pastor.

This position is eligible for training and professional development and other employer contributions. The position does not include medical insurance.

For Further Information

Contact: Good Shepherd Church Office

Office Phone: 563-382-3963

Email: office@goodshepherddecorah.org

To Apply:

Email: Letter of Intent and Resume to Pastor April Ullring Larson
pastorapril@goodshepherddecorah.org