



**Ministry Description for
Community Life Coordinator**
at Christ the King Lutheran Church,
Combined Locks, WI

Scope of Position:

The Community Life Coordinator shall be a well-trained professional, committed to Jesus Christ and the ministry at Christ the King Lutheran Church. The primary focus of the Community Life Coordinator is to provide the administrative services required by the congregation to accomplish its mission and to ensure the church runs as effectively and efficiently as possible. The Community Life Coordinator shall possess the administrative skills necessary to perform their duties and carry out details as well as the interpersonal, relational skills for working with all members of the church. Proficient and current in MS Office, Word, Excel, Publisher and others specific to Ctk.

Ministry Supervisor: Pastor Nate Gauerke, Lead Pastor

Position Type: Part-time, hourly (22.5 hours per week)

Responsibilities:

- Provide the ministry of hospitality to all who enter our doors
 - Greet visitors and provide a welcoming environment for all people
- Perform daily office duties
 - Answer phones and check messages
 - Assist in maintaining Simple Church database
 - Purchase office/staff supplies in coordination with the Financial Manager
 - Keep staff meeting minutes
- Manage the church calendar (both public and in-house calendars)
 - Schedule & coordinate baptisms
 - Gather event information from staff and add to calendar
 - Work in partnership with the custodian to get schedule details for outside group usage
- Create printed material for congregational use:
 - Weekly announcement pages
 - Materials for special occasions (weddings, confirmation, 1st communion, baptismal certificates, flyers for display)
 - Flyers to be hung in church
 - Annual report and synod assembly report
- Maintain the weekly prayer chain email along with distribution using constant contact
- Recruit, equip, and empower volunteers for ministry
 - Changing paraments
 - Worship assistants (ushers, communion servers, assisting ministers, etc)
 - weekly altar flowers, Easter, Christmas Eve, etc.
 - Special events
 - Office tasks
 - Funeral volunteers

- Assist with funerals
 - Work with family to determine luncheon details
 - Submit receipts to funeral home
- Maintenance and care of communal spaces in partnership with the custodian
 - Sanctuary: Keep Altar Candles and Baptismal Candle filled and guest cards stocked
 - Narthex: keep greeting cards stocked, keep informational kiosks current, post congregational council minutes
 - Kitchen: keep supplies stocked
 - Coffee bar: makes sure supplies are stocked and the area is tidy

Other Duties

1. Attend staff meetings and staff retreats as a resource to other ministries and the development and life of the congregation.
2. Worship on a regular basis and maintain boundaries to have a healthy faith, family, and personal life.
3. Other duties as assigned by pastors.

Required Skills & Competencies

- Has a passionate faith in Jesus Christ, and leads a life that reflects Christ's love for all people, including self
- Past experience in: office management, hospitality, administrative assistance
- Strong writing and communication skills
- Technologically adept
- A self-learner
- Able to follow-through on projects to bring them from idea to reality, while paying attention to details
- Maintains a positive personal social media presence, being mindful of appropriate boundaries and communication

About Christ the King:

Located in a growing area of Northeast Wisconsin, Christ the King is a vibrant faith community *where God's love comes to life*. On average our worship attendance hovers around 300 per week, and about 50% of our congregation is under the age of 34. Our congregation has a youthful energy teaching and equipping members to connect outward with our community. Keeping our youth engaged and families served has always been an energy focus at Christ the King.

To Apply: Please send a cover letter, resume, and contact information for 3 professional references to Molly Mueller at hcghmolly@tds.net by July 30th, 2020.