Ministry Title: Lay Ministries Coordinator (Updated 12/21/10)

Ministry Summary:
The primary role of the Lay Ministries Coordinator is to provide communication between the committees and with the congregation, and support the work of the committees of this congregation. The Lay Ministries Coordinator works directly with the Stewardship, Evangelism, Christian Education, Visioning/Long Range Planning committees, Caring Ministers and the Library Ministry.

Ministry Responsibilities:
A. Committees and Congregation
   1. Communicate the work of all the committees in the Midweek email and weekly bulletins.
   2. Oversee the reception of all agendas, meeting minutes, and communications of all the committees.
   3. Update and maintain the Master Checklist, distribute the checklist to the Executive Council and committee chairs monthly.
   4. Forward to committee chairs updated Time & Talent lists at least yearly or as they are updated.
   5. Identify community and synod volunteer opportunities and communicate these to the committees, council and congregation.
   6. Research and identify ways in which the congregation can fulfill its missions(s) and communicate these to the committees, council and congregation.
   7. Encourage committees to communicate volunteer opportunities to the congregation through bulletins, the Midweek email, the Dialog and other outlets as appropriate.
   8. Coordinate committee events and activities by identifying opportunities for committee cooperation and shared ministry.

B. Committee Specific (Stewardship, Evangelism, Christian Education, Visioning/Long Range Planning committees, Caring Ministers and Library Ministry)
   1. Contact Committee chairs one week prior to meeting to assure the agenda is set.
   2. Coordinate:
      a. Committee action agenda items as they occur
      b. Review of committee goal on a quarterly basis
      c. Review of committee role descriptions annually
   3. Attend committee meetings at least quarterly as noted above.
   4. Provide core support to the Stewardship committee in the areas of Time and Talents in support of the various ministries of the congregation.
      a. Work with the Stewardship Committee to identify ways to assess, affirm, and apply the congregation’s God-given gifts of time and talents.
      b. Maintain the inventory of congregational time and talent volunteers in Shepherd’s Staff.

C. Staff and administration
   1. Participate in regular staff meetings for planning purposes.
   2. Meet with Pastor on a regular basis to discuss ways to encourage and support the volunteer ministry of the congregation.
   3. Communicate committee events to the Administrative Assistant for inclusion in the church calendar and for scheduling of rooms as needed.
   4. Perform other related duties as requested by the Pastor.
D. Participates in Continuing Education opportunities to develop skills that will enhance performance of duties and that benefit the congregation as a whole.

Ministry Qualifications:
- Demonstrates leadership and organizational skills
- Identifies and fosters leadership in others
- Understands current life of the church
- Possesses good communication skills
- Oversees the recruiting of volunteers for committees and other ministries

Ministry Accountability:
The Lay Ministries Coordinator works closely with the Stewardship Committee. The Lay Ministries Coordinator is supervised and accountable to the Pastor.

Time Requirement:
Average of 20 hours per week.

Compensation & Benefits: Salary is set by council at the congregational meeting in January on recommendation of the pastor. Social Security and income tax are withheld. For sick days and vacation days, please see personnel policies.

Evaluation: Conducted by pastor and personnel committee if needed. The evaluation should be done once a year.