



BETHLEHEM LUTHERAN CHURCH

Job Description – Volunteer and Ministry Support Coordinator
Reports to Head of Staff Pastor
Effective August 1, 2024
FLSA Nonexempt
Salary Range: \$19-\$22/hour

Job Summary

The Volunteer and Ministry Support Coordinator position connects people to opportunities to engage congregational and community life and equips them for service; and provides hospitality and support to groups using BLC's facility.

Essential Functions

- Extends hospitality to groups using BLC facility, including managing key cards, orienting key leaders to space, serving as primary point of contact.
- Assists pastors and key leaders in identifying people to engage in Bethlehem's ministries both within our facility and beyond our walls and equips them for leadership and service.
- Identifies and supports leaders who schedule, equip and recruit volunteers.
- Connects people to ministry tasks.
- Oversees day-to-day use of BLC facility and ensures it is prepared for the scheduled use.
- Collaborates with staff to invite a wider circle of participation in Bethlehem's ministry.

Qualifications and Core Competencies

- College graduate or equivalent work-related experience.
- Proven ability to engage people and connect them to ministry tasks.
- Experience in identifying, organizing, coordinating, developing and supporting volunteers to assist with key day-to-day operations.

Physical Requirements

- Able to speak in one-on-one and small group forums
- Able to learn and use computer, including basic word processing functions, email and database software
- Able to access and move around facility

Core Competencies

- **Interpersonal relationships.** Relates well to all kinds of people; builds effective and constructive relationships that draws out the skills, gifts and desires of people related to serving God and neighbor; uses diplomacy and tact; is regarded as a team player.
- **Organizing.** Collect and organize information and resources (people, tasks, responsibilities, etc) in order to connect people to opportunities for engaging in ministry; can juggle multiple activities at once to accomplish a goal; can evaluate and prioritize competing demands in order to meet deadlines.
- **Connecting.** Works with staff and leaders to connect volunteers to tasks and develops tracking methods so information is available when needed.

- **Communicating.** Develops content for verbal and written outputs to share information and opportunities for engagement with the community (Star articles, social media posts, etc) in partnership with staff. Willing and able to speak one-on-one in person or over the telephone.
- **Trust and integrity.** Is widely trusted; seen as direct and truthful; keeps confidences, admits mistakes, acts in line with congregational commitments of meeting people where they are, and teaching, encouraging and learning from one another; balances urgency and compassion when working with people.

Addendum:
Volunteer and Ministry Support Coordinator

The work schedule includes:

- 10-12 hours per week, spread through the week to meet the needs of the position
- Prioritize presence on Sunday mornings between September and May in order to know and engage the community; scheduling time off with co-Pastors to focus presence at times of strategic importance
- Hours may be conducted remotely or in person, as the task requires
- Attend staff team meetings, as requested (we currently meet to review calendar Tuesdays at 1:15)

Paid Time Off:

- 24 hours per year paid at the hourly rate at the time of the vacation. Schedule to be agreed to in advance with Head of Staff Pastor. Vacation time is available after 90 days of employment and accrues throughout the calendar year at the rate of 6 hours/per quarter.
- The Church provides paid holidays as outlined in personnel manual at 2.5 hours/day. Paid holidays are listed in the Personnel Policy.
- 12 hours per year sick time, effective upon date of hire.

Unplanned Time Off: Per Policy Manual. It is permissible to use vacation time with approval of the Supervisor

Candidates must complete a required background check.

Signature

Date