

JOB DESCRIPTION: Coordinator of Congregational Engagement

Peace Evangelical Lutheran Church South Haven, Michigan

Position Description

The Coordinator of Congregational Engagement's strategic focus is helping our church to grow in its faith and in its sense of interpersonal connection and Christian community. Through personal interactions and communications, the Coordinator of Congregational Engagement will serve as a welcoming, organizing, and connecting presence who empowers our congregation to reflect God's light through love and service.

Position Duties and Responsibilities:

The duties and responsibilities that follow are not meant to be an inclusive list. There will be duties as assigned within the job family of the position to meet the needs of the church.

Communications and Public Relations

- Greet people who enter our building with warmth and respect
- Coordinate reminders for church volunteers through church management system
- Collaborate and coordinate with church staff and ministry team leaders to launch digital and print campaigns for events, series, and other projects as needed.
- Write copy for print and digital platforms that goes beyond informing by meeting needs and guiding experiences.
- Design worship bulletins in both digital and print format for use in worship services, online services, and special services (weddings, funerals, etc.).
- Manage our digital platform software and systems, including Mailchimp, Wordpress, ChurchTrac, YouTube, Sermon by Phone, Google Ads, and Social Media presence (monitoring comments and responding as needed) and ads.
- Monitor analytics and make informed decisions based on the data collected, refine goals, & keep within budget constraints.

Inbound, Email Marketing, and Social Ads:

- Create and implement a communication flow that will serve both internal disciples and the public to active participants engaging with Peace Lutheran Church.
- Design, test, and launch emails within Mailchimp and Microsoft Outlook.
- Maximize blog content, videos, sermon messages, and print materials for use as home educational resources.
- Get to know disciples of the congregation as well as community partners to facilitate connection of stories, time, and talent.

Web:

- Implement web edits and changes, create new pages, regularly review website for improvements and updates, and work with necessary staff/volunteers to keep the site updated, user-friendly and following best practices.

Membership Information

- Record baptisms, marriages, deaths, confirmations in records system ensuring one printed hard copy is filed away annually
- Work with pastor to complete yearly parochial report for the ELCA

- Ensure accurate membership data, attend to address changes, and removals from the church roll, envelope mailing system, and the Lutheran subscription service
- Print certificates for baptisms, confirmations, membership

Worship

- Prepare and send guest letters to those who provide contact information

Facility and Asset Management

- Order or purchase worship (candles, baptismal items, etc.), office and custodial supplies as needed
- Oversee with the pastor(s) or Church Council the scheduling of building activities
- Attend to user agreements related to rentals of our facility or North Property with the correct manager
- Coordinate building schedule with We Care INC and Ripple Effects Autism Learning Center
- Maintain and regularly audit a system of security for keys to the building

Clerical Duties

- Prepare and proofread letters and publications as needed
- Answer phone calls and direct them accordingly
- Receive visitors and respond to their inquiries
- Sort and distribute mail, receive all deliveries and packages sent to the church
- Print or retain record of Council minutes for permanent files
- Assist in preparation and printing of reports for Church Council meetings and Annual Reports for congregational meetings
- Receive and monitor office emails
- Collect and organize information for use in newsletter and web site
- Assemble new member packets
- Create monthly calendar in ChurchTrac management software and distribute to staff and congregation
- Format, prepare and print annual report
- Snail mail copies of sermons to homebound members
- Monitor prayer list for changes and send prayer requests to prayer chain

Position Requirements

The Coordinator of Congregational Engagement requires the following skills:

- Commensurate technological skills to perform the duties listed above, or capacity to acquire skills necessary for specialized software such as the church database software, design software, and social media management
- Highly refined organizational and problem-solving skills
- Capacity to maintain high degree of confidentiality
- Highly refined communication skills (i.e., telephone, messaging and texting, publications)
- Willingness to help with mass communications (i.e. social media, mass e-mails, and web site management)
- Capacity to work cooperatively with Pastor, other staff members and parishioners
- Attend and prepare a report for all scheduled staff meetings
- Availability to work a 35-hour work week (Monday - Friday)

Performance Evaluations

Job performance evaluations will be conducted annually to facilitate budget development for the following year

Compensation

The position of the Director of Congregational Engagement is compensated hourly with the expectation of a 35-hour work week (Monday - Friday).

Benefits include eight full and one half-day paid holidays (only if they do not fall on a weekend), 10 paid time-off days and the payment of FICA. Paid-time-off days are accrued on the basis on .83/day per month worked. The following holidays are paid:

- New Year's Eve (Half Day)
- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day