

## **Lay Ministry Coordinator-Example 1**

**JOB TITLE:** Lay Ministry Coordinator

**STATUS:** Half- time

**IMMEDIATE SUPERVISOR:** Pastor

**ANNUAL COMPENSATION:** \$12,000

**SCOPE OF POSITION:** Responsible for encouraging participation in the program ministries of the church by all members of the congregation. Also responsible for supporting ministries directed toward children, youth and their families.

**PRIMARY RESPONSIBILITIES:**

- A. Christian Leadership Development:
  - \*Focus on keeping and educating members
  - \*Keep an eye on the big picture- over committees, overall congregational participation
  - \*Know people- perform needs/skills analysis
  - \*Track member participation in church programs and ministries
  - \*Encourage all members to participate in at least one or two small groups
  - \*Follow up on Vision Planning
  - \*Develop Congregational leadership skills for various areas of responsibility
  
- B. Children and Youth and Family support:
  - \*Work with the Education Committee to give special attention to Children's and Youth Sunday School ministry. Look for creative ways to encourage and support children's and youth education ministries.
  - \*Work with the education committee to recruit, train and support teachers for children's and Youth Sunday School.
  - \*Work with the education committee to recruit and support a coordinator for summer Vacation Bible School. Assist in finding appropriate curriculum.
  - \*Work with Staff and education committee to develop a creative vision for expanding the church's ministry to children and their families.
  - \*Work with the leaders of child care and nursery mission
  - \*Work with the leaders of children's worship
  - \*Work with the Senior Pastor in Confirmation programs
  
- C. Support of Family Life Ministries Program:
  - \*Work with Family Life Ministries to provide opportunities for family classes (i.e. parenting, marriage, life issues)
  - \*Provide opportunities for families to grow in faith with one another

\*Work with Family Life Ministries to provide family programming (examples- retreats, annual events, etc.)

D. Assist in writing and editing of two monthly newsletters.

\*Work with the staff and committees of the church to publicize the ministries of the church to the members through the newsletter.

\*Work with the staff and committees of the church to brainstorm

ideas

for communicating more efficiently and effectively to the

members.

(example- on-line or e-mail newsletter)

### **QUALIFICATIONS:**

- A heart for the church and ministry.
- Friendly and enjoys working with people
- Excellent organizational skills.
- Experience in evaluating and choosing curriculum
- Excellent communication and writing skills.
- Self starter, takes initiative
- Open to attending training courses in Christian Education
- Ability to listen to others and accept other's ideas