**CALVARY LUTHERAN CHURCH**

**MINISTRY DESCRIPTION:**

**Coordinator of Administration and Communications**

**General Purpose of Position:**

The Coordinator of Operations and Communications manages HR Support, communications, volunteer coordination, facility use, and technology ministries. They assist and work with the Lead Pastor, as well as other professional staff, support staff, and congregational members, to provide support, leadership and direction to the overall mission and ministry of Calvary Lutheran Church.

**Human Resources Administration and Support Staff Oversight**

Support the work of the Lead Pastor as it pertains to HR Functions and Support Staff Supervision

* Manage and oversee support staff (office manager, office assistant, custodian, weekend custodian).
* Attend weekly staff meetings
* Help Personnel Committee develop and maintain job descriptions for support staff.
* Works with the Lead Pastor to determine hiring needs (including contract positions), reviews job descriptions, assists in the recruiting efforts, assists in the interview process, and ensures that the hiring process and orientation of new employees are complete.
* Responsible for ensuring compliance with all applicable laws, including HR laws.
* Assist with the development of personnel policies for all staff and, subsequently, maintain and interpret such policies.
* Supervise and coordinate activities with other staff of the church as assigned by the senior pastor.
* Attend meetings as required with other staff or committees to coordinate and implement programs.
* Assist Personnel Committee in periodic and regular performance reviews for support staff.

**Communications:**

Direct and help implement all congregational publicity and communications

* Understand the interests and needs of Calvary members and neighbors
* Create a process for effective Calvary member communications
* Create annual plans to reach and engage Calvary neighbors
* Work with Office Manger to publish worship bulletins and The Messenger newsletter and other publicity and communication. (Print and digital versions)
* Oversee Calvary’s social media channels
* Coordinate other documents as needed for special occasions. i.e. brochures, fliers, Welcome Pad information, posters, The Annual Report, church directory
* Communicates to congregation through email program called Constant Contact.
* Coordinate communication with local newspapers:
* Distribute and receive board/committee minutes/agendas. Save digital copies for the official record.
* Communicate as requested with board/committee/unit ministry groups regarding their respective ministry activities.

**Volunteer Coordination**

Help recruit, train and schedule volunteers for necessary ministry functions

* Organize/coordinate volunteers for various ministry needs including but not limited to office support, Sunday morning greeters, communion assistants, ushers, and acolytes and homebound communion servers
* Support the program staff’s work with volunteers
* Keep track of volunteers Safeguard from Abuse Training
* Work with the kitchen coordinator to arrange serving groups for funerals and other special occasions
* Will invite members to volunteer out of their giftedness and areas of strength
* Will especially work to help integrate new members in volunteer roles

# Facility Oversight

Oversee facilities management including custodial, general maintenance, facility improvements, and grounds keeping.

* Be main point person to help support the work of the Building Grounds and Maintenance Committee
* Oversee the purchases of goods and services for the church with the office manager, including contractual bids for services.
* Oversee the work of contractors for snow removal and lawn service.
* Oversee the work of custodial staff for building upkeep.
* Monitor the appropriate maintenance of all church facilities.
* Help promote a culture of hospitality.

**Information Technology Management -**

Manage, support, and provide oversight to all aspects of information technology related to congregational life. This includes but is not specifically limited to:

* Website design, updating, and management
* Social Media
* Sound system/video projection operation
* Other Communication Systems such as telephone and computer

**Qualifications:**

* Bachelor’s degree
* Experience Supervising
* Effective planner, scheduler, and organizer
* Strong leadership skills as well as the ability to be a team player.
* Excellent communication skills, both written and verbal
* A working knowledge of office computer programs, such as Word, Excel and Power Point, Publisher

**Personal Qualities:**

* Practices the Christian faith and displays a gracious attitude about life, the Christian Church, and the church’s mission.
* Understands and/or is willing to learn the general dynamics and rhythms of congregational life.
* Can maintain confidentiality
* Has a problem solver mindset
* Is reliable, consistent, and steady in weekly routine and schedule.
* Is accessible to busy people and is able to deal with interruptions.
* Embraces a general interest in people, and is able to command their mutual trust and respect.
* Manages personal, family, and work time well.
* Possesses a confident, positive outlook, and is able to laugh at self and share a sense of humor

**Accountable To:** Lead Pastor