

JOB DESCRIPTION: PART-TIME PARISH COORDINATOR

Zion Lutheran Church Redmond, OR

April 2023

Position Summary: Zion Lutheran Church seeks a part-time Parish Coordinator to join our staff in enhancing our ministry and visitation areas. The Parish Coordinator will be involved in engaging, equipping, and empowering servants throughout the church's ministry and will visit shut-ins, those homebound, and others on behalf of the pastor and the Health Ministry Team. The Parish Coordinator shall embody a clear testimony of faith in Jesus Christ and a vibrant, personal, and growing relationship with Him, as evidenced by attitude and behavior. The Parish Coordinator will report to and be supervised by Zion's Lead Pastor.

Primary purpose: The Parish Coordinator is responsible for the support of church-wide ministries, including recruitment, training, scheduling, coordination, and training. This includes coordination of recruitment, ministry sign-ups, Herald articles, Sunday Ministry Moments, ministry orientation, ministry fairs, and recognition events.

Qualification requirements The Parish Coordinator shall demonstrate the following:

- + Strong organizational and communication skills. Proficient in Office software.
- + Detailed follow-up skills. Ability to work independently as well as part of a team.
- + Must maintain an appropriate online presence.
- + Must have a growing and vibrant relationship with Jesus as Lord and Savior. Exhibits care and compassion for all people to instill in them the love of God, while being patient, respectful, and non-judgmental of diversity.
- + Preference given to those with prior experience in leading ministries in a church environment.
- + Must pass a satisfactory criminal and background check and/or drug screening, and reference checks if/when the position is offered.

Specific Responsibilities:

- + Develop and implement an ongoing church-wide process to recruit, train, recognize, and support church ministry opportunities. Meet with and encourage potential servants to identify their skills, interests, and gifts. Meet with new Zion members to discuss ministry engagement.
- + Develop "position descriptions" for all ministry areas, including ministry-specific brochures, printed and online materials for ministry engagement, and multiple inroads through which people can discover ministry opportunities. Process and record all new servants and perform background checks if necessary. Maintain lists of people willing to be involved at various events and activities.
- + Parish visitation, coordinated with the pastor and the Health Ministry Team, requires compassion, sensitivity, confidentiality, and Christian care for those being visited, both in

care facilities, homebound, and follow-ups after hospitalization. An average of 5-6 people will be visited weekly.

- + Maintain confidentiality and comply with HIPAA privacy rules and regulations.
- + Work alongside the Pastor and other church leaders as a team player to share in this vision and ministry to which we have been called.
- + The expected hours are flexible and may vary week to week. Sunday morning worship attendance is expected to be 3 Sundays per month, which is counted in the weekly hours as it provides many opportunities for contact with volunteers. Work will mostly be done at home and some off-site for visitation.
- + Must have reliable transportation.
- + Complete other tasks as may occasionally be requested by the pastor or church council.

Hours / Hourly Pay

The Parish Coordinator is paid starting at \$22.75 for 20 hours a week, with approximately 30% for parish visitation and approximately 70% for ministry coordination. The Parish Coordinator is supervised by the Lead Pastor. The Parish Coordinator position is benefited (half medical/dental and pension) through the Evangelical Lutheran Church in America (ELCA) based upon a 20-hour workweek. Visitation mileage will be paid per IRS guidelines. The Personnel Manual of Zion Lutheran Church specifies other details of staff positions.

I have read the job description for the Parish Coordinator at Zion Lutheran Church and understand its contents. My signature below indicates my agreement to follow the guidelines and expectations set forth above.

Name (print) _____

Signature _____ Date _____