

Ascension Lutheran Church

901 County V
Fond du Lac, WI 54935

Position: Adult Ministry Coordinator
Reports to: Lead Pastor
Directly Supervises: Not Applicable
Status: 16 hours per week
FLSA: Non-exempt
Version: January 20, 2020

Job Summary:

The Adult Ministry Coordinator will be a resource person for Ascension Lutheran Church's adult community; cultivating ideas for adult ministries, gatherings, and social activities for all stages of adulthood; and providing ongoing support, encouragement and advocacy to new and existing ministries.

One focus of this position is to recruit and support volunteer leaders in the development of ministries and activities for adults.

The Adult Ministry Coordinator will demonstrate a genuine interest in the adults of the church community, successfully interacting with all generations, and providing motivation and inspiration in the development of their faith in Jesus Christ and His Church.

Essential Functions:

- The Adult Ministry Coordinator will work within a Sustainable Ministry framework.
- Works cooperatively with the volunteer ministry leaders as a resource person; assisting with the development of new ministries and activities, and supporting the ongoing adult ministries of the church community; maintaining scheduled office hours to promote ease in communication and coordination of activities.
- Identify key people in the church community for collaboration and expansion of opportunities for adults.
- Responsible for assisting with the recruitment of volunteers and leaders for the various ministries.
- Communicate regularly with the Office and Communication Coordinator to maintain a unified calendar for the church community.

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Minimum Qualifications:

Education:

- Minimum of 2 years of post high school education, or equivalent work experience.
- Education, training and experience in adult ministries, preferred.

Experience:

- A demonstrated personal commitment to Jesus Christ and His Church. Membership in Ascension Lutheran Church is preferred.
- Proven leadership skills
- Effective written and oral communication skills across all generations.
- Basic computer skills and an ability and willingness to expand this skill set.

Physical Requirements:

- Ability to lift up to 25 pounds or obtain necessary assistance if needed.
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Competencies:

- Interpersonal Skills: Successfully interacts across all generations; establishes good working relationships; builds appropriate rapport; uses diplomacy and tact; is approachable.
 - Organizational Knowledge: Knowledgeable about how congregational communication, decision-making and leadership performs, and effectively works within this environment.
 - Spiritual Maturity: Demonstrates strong personal depth and spiritual grounding; is seen by others as trustworthy, authentic and able to maintain confidentiality; seeks the wisdom and guidance of appropriate mentors; and nurtures a rich spiritual life.
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