

WEST MOE LUTHERAN CHURCH

Ministry Coordinator Job Description

Position: West Moe Ministry Coordinator

Purpose: Leadership, relationship-building, execution and oversight

West Moe Church is seeking a passionate and excited leader who is eager to put their gifts to work for the church, supporting our church family as we lead all people to a lifelong faith in Jesus Christ.

Term: 10-20 hours/week, including Sundays and Wednesdays.

WE ARE LOOKING FOR SOMEONE WITH...

- Passion for the work God is doing through the local church.
- Excitement about ways the Gospel of Jesus Christ changes lives.
- Proven experience organizing and leading people.
- A thoughtful and engaged faith life.
- Demonstrated experience as an effective communicator and leader.
- Special consideration will be given to those with ministry experience, either as a volunteer or professionally (for example: Small Group Leader, Youth Ministry, Bible Camp, Church Staff, Seminary Intern)

Required Qualifications:

- A passion for what God is doing in your life and West Moe's mission - leading all people to a lifelong Jesus Christ.
- Bachelor's degree or equivalent experience
- Minimum of 3 years of leadership or volunteer management experience

Working Conditions:

- Reports to West Moe Council President
- Hybrid work environment (in-office and at home)
- Schedule will include weekend work
- Must be available on Sundays, Wednesdays, Easter, and Christmas
- Local area travel required (up to 20 miles)
- Light lifting required (up to 20 pounds)

If you meet the qualifications and would like to apply, please send your resume via email to hire@calvaryalex.org. Inquiries can be directed to Katie Rentschler, Business Administrator, or Hans Dahl, Lead Pastor, by calling 320.763.5178.

More information about West Moe Lutheran Church can be found at www.westmoechurch.org. More information about Calvary Partner Network can be found at www.calvarypartners.org

RESPONSIBILITIES:

- **MISSION.** The minister is expected to cultivate a culture of mission, guiding the church to live out its mission: *leading all people to a lifelong faith in Christ*. Time will be spent encouraging and developing three areas of ministry at West Moe: Worship, Connect and Serve.
- **WORSHIP**
 - Worship Leadership. The minister will provide up front leadership for worship every Sunday morning, for special services, including Wednesday Lenten services and Christmas Eve. With the support of the Calvary Partner Network, the minister will prepare weekly worship services, communicate with musicians, and ensure worship materials and technology are prepared. Sermons will be provided every week via a prerecorded video from the Calvary Partner Network.
 - Funerals & Weddings. The minister will provide oversight and leadership for all funerals and weddings (in partnership with Calvary staff when needed).
- **CONNECT**
 - Engagement. The minister will develop and execute a follow-up strategy with first-time guests, encourage and provide tools and opportunities for those who attend to invite others to West Moe, and seek to engage all who attend in opportunities that encourage them to grow in faith, such as Connect Groups and Service Teams.
 - Connect Groups. Connect Groups are small groups of people that agree to gather regularly to grow in relationship with one another and God. The minister will provide opportunities for those who attend to gather in small groups.
 - Church Community Activities. The minister will work with West Moe Church's leadership to provide activities that enrich the church community's life together (For example, The Annual Barn Dance, Car Show, etc.)
 - Youth Programming. The minister will support West Moe Church volunteers to provide kids ministry on Sunday mornings. 4-12th graders are invited to join Calvary for Wednesday programming per Calvary's schedule. Additional desired programming at West Moe will be provided at the discretion of West Moe Volunteers with the minister.
- **SERVE**
 - Service Teams. From serving congregational meals, to teaching Sunday School and VBS, to greeting on a Sunday morning and providing support to those in need, the ultimate expression of the life of faith is service to our neighbor. The minister will encourage and provide opportunities for those who attend to serve.
 - CARE. The minister will provide care to those experiencing significant illness, life transition, birth, and baptism, and engage those who attend West Moe in ministry that provides such care for one another.

CALVARY PARTNER NETWORK

West Moe is a member of the Calvary Partner Network, which provides support, tools and resources. The Minister will develop a close relationship with the Calvary Partner Network, utilize resources, participate in weekly, monthly and annual gatherings, in-person and online. The minister is encouraged to meet with a Calvary Partner Network staff each week.

A PICTURE OF HOW THE MINISTERS TIME WILL BE SPENT EACH WEEK:

- 4 hours - Worship (Sundays, 8:00am - 12:00, Lenten Services & Special Service throughout the year, including Funerals & Weddings)
- 3 hours - Preparation for Worship (Including Preparing Worship Order, Arranging & Communicating with Musicians and those Serving in Worship such as Ushers, Greeters, Altar Guild, & Communion Servers, Preparing Bulletin and Worship Technology)
- 3 hours - Engagement. Meeting with attendees to prepare for Kids Ministry, Vacation Bible School, Council Meetings, Small Groups, and all-church activities.
- 2 hours - Providing Care for those who attend West Moe.
- 3 hours - Support from Calvary Partner Network