

Holy Trinity Lutheran Church and School

Job Description

Position Title: Ministry Coordinator

Reports To: Senior Pastor

Employment Terms: Full-Time Position

Purpose

The Ministry Coordinator is responsible for planning and organizing activities related to the various ministries at Holy Trinity Lutheran Church and School, with an emphasis on managing volunteers within these ministries. This role works closely with the Pastors, ministry teams, and other staff to accomplish ministry goals and objectives. The Ministry Coordinator will focus on identifying, training, and developing lay leaders and volunteers to coordinate and support ministry events, helping members grow closer to God and one another through service.

Major Areas of Responsibility

- Ensure quality support for the execution of all ministry events, including weekly worship and all other scheduled church events requiring volunteers.
 - Manage and grow the volunteer ministry in a way that develops members and supports their faith walk.
 - Collaborate with Pastors and staff to identify congregants' skills and connect them to service opportunities that fulfill the Church's mission.
 - Serve as a point of contact for new members integrating into the congregation.
 - Promote appreciation for volunteers and ensure ministry events convey the value of service.
 - Work closely with Pastors and staff to plan and coordinate volunteer and ministry events.
 - Serve as the lead logistics coordinator and point person for vendors for ministry events such as Welcome Home Weekend, HTLCS Golf Tournament, VBS, & Eggstravaganza.
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Essential Job Functions

- Work with the Office Manager to prepare worship slides, bulletins, and coordinate volunteers for all worship service needs.
- Conduct volunteer recruitment, including interviewing prospective volunteers, assessing talents, and matching individuals with positions.
- Assess and evaluate volunteer needs in consultation with Called staff.
- Provide orientation, training, motivation, and supervision of volunteer staff.
- Reassign volunteers when appropriate to align with their skills and disposition.
- Manage and maintain the volunteer information database.
- Identify and work with outside vendors for materials and services for ministry events.
- Coordinate event planning and volunteer scheduling for ministry and volunteer events.
- Review outside requests for volunteer and community service opportunities to ensure alignment with Holy Trinity's mission and distribute approved requests to appropriate ministry teams.

Qualifications

- High School Diploma with 5 years of related experience required; Bachelor's degree in Business Administration or Ministry preferred.
- Proficient in Google Workspace, database management, social media, and related applications.
- Strong written and verbal communication skills.
- Excellent interpersonal skills with the ability to communicate expectations clearly and compassionately while holding people accountable.
- Self-motivated, able to make independent decisions for the good of the organization under the direction of the Senior Pastor.