



## **Volunteer Coordinator**

### **Job Description**

**Status:** Part-time (30 hours/week), Non-exempt  
**Reports To:** Pastor of Faith in Action and Minister of Worship and Music  
**Salary Review:** Annually by Executive Team

#### **POSITION OBJECTIVE**

Coordinate the work of all volunteers at Word of Peace which includes opportunities to assist with worship, hospitality, and our many ministry areas. Oversee the work of all volunteers who assist in worship so that all necessary volunteers are present at every service, are prepared and equipped, and can perform their duties competently and worshipfully. Support the ministry and mission of Word of Peace Lutheran Church by assisting new and current members, making them feel welcome, and equipping and connecting them with opportunities to serve at Word of Peace and in the community.

#### **TASKS & RESPONSIBILITIES**

- Work with the pastors and the Minister of Worship and Music to ensure that every worship service is well organized.
- Recruit, train, schedule and oversee volunteers assisting with worship services. Positions include but are not limited to ushers, readers, communion servers, acolytes, greeters, information desk volunteers, worship coordinators, pastoral assistants, sacristans, altar dressers, nursery helpers and any special worship volunteers.
- Schedule volunteers for various ministries, including but not limited to Monday Night meals, Sundaes on Mondays, transportation, coffee makers, coffee cup washers, towel washers, and people to weed, landscape, and shovel snow.
- Recruit and oversee volunteers for set up and take down for Christmas, Easter and other special services and/or events.
- Maintain the Ministry Scheduler Pro database to ensure accurate volunteer contact information and preferences, web terminal settings, service times and ministries, teams, and rosters.
- Maintain, with the help of volunteers, the information desk, sacristy and sanctuary supply inventory.
- Attend weekly staff meetings, retreats and events.
- Write timely correspondence for weekly worship bulletin, email newsletter, monthly newsletter and website.

## QUALIFICATIONS

- Well organized with excellent written and verbal communication skills.
- Positive attitude and an enthusiasm for church life.
- Energetic, self-directed, adaptable and motivated.
- Ability to work during Sundays and Mondays, before, during, and after worship
- Work effectively with congregation, staff and lay leaders.
- Understand and maintain confidential information as it pertains to members and visitors of Word of Peace.
- Demonstrate competence in making decisions.
- Demonstrate proficiency in interpersonal relationships and communication.
- A passion to connect God's people with their gifts.
- A passion to meet and recruit many people.
- Knowledge of recruiting and training volunteers.
- Understands recruitment techniques for attracting volunteers.
- Knowledge of computer programs, including Excel, Word and Publisher.
- Ability to be flexible with work hours that include working evenings and weekends as required.
- Support the mission, vision, and theology of the Evangelical Lutheran Church in America (ELCA).
- Support Word of Peace's mission-based church philosophy.
- Work as team player.