

Christ Lutheran Church (CLC) – Lay Ministry Administrator

Christ Lutheran Church, 700 County Road B, Stoughton WI
(www.clcstoughton.org)

CLC's Lay Administrator works under the direction of CLC's Lead Pastor to successfully implement goals of the congregation in the areas of administration, outreach, education (both youth and adult).

Qualifications

- Demonstrated skills in the responsibilities outlined in this job description.
- Be a committed Christian with active membership in an ELC Lutheran Church.
- Have a demonstrated basic understanding of the origin of the Lutheran Church, its' teachings and its' practices.
- Excellent interpersonal communication skills.
- Excellent organizational skills with the ability to prioritize and be flexible.
- Demonstrated proficiency in Microsoft's Word and Excel.
- Knowledge, ability and interest to efficiently utilize computer systems and software, including Breeze software.
- Access to independent, reliable transportation for occasional meetings, events, errands, etc.
- Ability to maintain confidentiality.
- Bachelor Degree preferred.

Administration Responsibilities

Assignments in this focus area may include the below and/or other duties as assigned.

1. Lead developing call lists and recruiting volunteers for various Church activities including newly identified congregational activities as well as ongoing activities.
2. Develop and maintain shut-in and hospitalization visitation schedule; coordinate successful execution of this ministry.
3. Prepare year end synodical report, for Lead Pastor's final approval.
4. Oversee proactive development and maintenance of CLC's multi-month calendar; ensure effective calendar communication plan. Improve CLC's use of technology in this area.
5. Prepare and maintain communications such as CLC's website, monthly newsletter and weekly power-points.

Outreach Responsibilities

Assignments in this focus area may include the below and/or other duties as assigned.

1. Lead our congregation in identification of new activities/ministries that will provide outreach to the Stoughton community and/or increase community awareness of CLC.
2. Launch new activities/ministries including all aspects of planning, staffing, leading implementation, and gathering feedback on program success.
3. Lead CLC's annual "Ladies Night Out" community annual event, including all aspects of event administration.
4. Assist Lead Pastor with integration of new members into the life of the congregation.
5. Assist Lead Pastor with communion distribution and ministry to shut-in's and hospitalized congregation members.

Youth Education Responsibilities

Assignments in this focus area may include the below and/or other duties as assigned.

1. Organize and oversee Vacation Bible School.
2. Organize and oversee Bible camp; participate as lead chaperone.
3. Organize and oversee youth musical.
4. Organize and teach 8th Grade Confirmation, including coordinating the associated Wednesday evening family night ("God and Games").
5. Oversee youth activity food preparation volunteers, including ensuring that there is adequate staffing of kitchen volunteers, and that volunteers are trained in CLC's kitchen equipment safety practices as well as safe/sanitary food preparation practices (e.g. dishwasher use, etc.).

Adult Education Responsibilities

Assignments in this focus area may include the below and/or other duties as assigned.

1. Organize and oversee periodic senior dinners and trips.
2. Organize and teach adult education sessions.
3. Gather the input of this group for identification of new activities/ministries.

Hours of Work, Compensation, Benefits

Hours: The Lay Ministry Administrator shall be required to work a minimum of 40 hours per week. The normal office hours are Monday through Thursday 9 a.m. until 5 p.m. and Friday 9 a.m. until noon. A specific schedule will be developed after hire and it is currently anticipated to include Sunday's and Wednesday evenings (during the schoolyear).

Compensation: The final base compensation rate based on skills and experience of the new hire.

Travel expenses: Mileage reimbursement will be at the current IRS rate for business miles.

Other Benefits: Competitive Benefit package to be provided subject to annual council approval.

Contingencies/Consents:

Because this position involves interaction with all types and ages of members, all candidates must voluntarily submit to background checks

Please submit resumes electronically to audra.clccc@gmail.com or mail to Christ Lutheran Church; Attn: Lay Ministry Administrator Position, 700 County Rd B, Stoughton WI 53589