

Wednesday Ministry Coordinator for Zion's Lutheran Church

Description

This person will serve as coordinator for ministry on Wednesdays, including Release Time, Community Meal, Joyful Spirits, and King's Kids. This person must have skilled in teaching, working with children, and communication. However, all four of these ministries involve a number of people; the focus of this position is organizing volunteers, not simply doing these ministries.

Hours and Pay

This position is designed to be part-time, mainly on Wednesdays; but we acknowledge preparation and coordination will happen at other times during the week. September – May: 7-9 hours a week; June-August: 7-9 hours a month. Pay rate is \$10-12 an hour, depending on experience, or roughly \$4000 per year.

Specific Responsibilities for areas of ministry:

- 1) Release Time
 - Serve as liaison for congregation administratively
 - Coordinate efforts with other churches, including occasional planning meetings with other people from Council of Churches. When Zion's is the host site, work with the Pastor to make weather-related decisions
 - Coordinate and recruit other volunteers so that no one has to do it more than three times a month
 - Serve as head teacher
 - Help supply lesson plan materials
 - Serve as primary person with Zion's needs someone.
- 2) Wednesday night meals
 - Coordinate volunteers to set-up, serve, and clean-up our meal, including seeing that sign-up sheets are created.
 - Coordinate food purchasing
 - Ensure that serving tables are set up for the Wednesday meal, and that all items on the Wednesday meal check list are completed
 - Ensure that worship space is appropriately set up
- 3) Joyful Spirits
 - Select pre-worship video to highlight themes for the day
 - Prepare worship powerpoint
 - Help build bridges with DDS and school's special needs program to ensure our worship service is known (and accessible) by the special needs population
- 4) King's Kids
 - Develop programming for young and elementary school children for 6:45-7:30 PM time slot every night that we host a Joyful Spirits worship service
 - Coordinate special Wednesday night offerings, such as "Hall of Treats"

Additional Responsibilities:

- Work in the church building at least one hour each week, during regular church office hours (Monday-Thursday, 9AM-noon)
- During first year, participate in reviews at three months, six months, and twelve months. Thereafter, participate in annual reviews.
- Ensure that Zion's Child Protection Policy is upheld

- Share information with congregation in a timely manner, including submitting bulletin and newsletter information to the Church Office by their respective due dates (Tuesday of each week for bulletin, 15th of the month for newsletter)
- Check and respond to zionswednesdays@gmail.com email account
- Lock up the building at end of Wednesday evening activities