

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.32
Subject Job Description: Ministry
Coordinator for Faith Formation
Effective Date 10/11/2022
Committee Administration & Personnel

JOB SUMMARY

Faith Formation is the process by which we engage our congregation and community to form fully devoted followers of Jesus. Through worship, connecting others with God and neighbor, and acts of service we become the people God intended.

Trinity Lutheran Church's Faith Formation Ministry serves the entire congregation. The Ministry coordinator will ensure that the logistical needs of the leaders and volunteers are met.

REPORTS TO: Director of Faith Formation

DIRECTLY SUPERVISES: n/a

EVALUATOR: Director of Faith Formation, Lead Pastor

STATUS: Part-Time / Flexible, up to 15 hours per week

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Ensure that all volunteer leaders have the resources (materials and volunteers) necessary to execute programs.
- Coordinate with TLC staff to ensure all program details have been addressed including arranging for appropriate space, ensuring program advertising and news is communicated to the congregation, provide onsite support for programs and events as needed.
- Facilitate the development of a "handbook" with documentation and guidelines of best practices to serve as a knowledge transfer to new volunteers or staff. It would be developed in order to provide 'turnkey' readiness for a program assigned to a volunteer to own for the year.
- Work with Trinity communications staff to ensure all communications regarding Faith Formation are issued in a timely manner to the congregation
- Regularly, work will include being onsite for Faith Formation programs, including Sunday mornings.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.32
Subject Job Description: Ministry
Coordinator for Faith Formation
Effective Date 10/11/2022
Committee Administration & Personnel

OTHER RESPONSIBILITIES:

- Participates in meetings and retreats.
- Assumes other duties or roles as assigned by the Director of Faith Formation, or Lead Pastor.
- Participates regularly in worship, prayer, and congregational life.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent education required
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- up to 15 hours a week
- Minimum 2 year(s) of work experience in related field
- Detail oriented.
- Professional verbal and written communication skills including presentation skills
- Ability to work independently in a dynamic environment
- Experience with Faith Formation activities, such as teaching Sunday School or leading a small group
- Ability to listen to staff, members, and community and provide appropriate response and/or feedback

PHYSICAL REQUIREMENTS:

- Working conditions are normal for an office environment
- Travel to purchase supplies or off-site events could be required.
- Ability to lift up to 25 pounds.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.32
Subject Job Description: Ministry
Coordinator for Faith Formation
Effective Date 10/11/2022
Committee Administration & Personnel

CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.
- **Biblical Knowledge:**
Able to discuss and interpret biblical truth when applying Scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture
- **Interpersonal Skills**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.
- **Team Building Skills**
Promotes and guides leaders in team building and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.
- **Management Skills**
Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders and volunteers accountable.
- **Leadership Development:**
Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.32
Subject Job Description: Ministry
Coordinator for Faith Formation
Effective Date 10/11/2022
Committee Administration & Personnel

ACKNOWLEDGEMENT

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Staff Signature

Date

Supervisor Signature

Date