

**Immanuel Lutheran Church**  
**Coordinator of Service and Justice Ministries**  
**Job description**

**About Immanuel Lutheran Church**

The people of Immanuel believe that the heart of faith is to love God and love one another. We strive to live out this love for one another in practical ways as we share gifts of friendship, support, and encouragement. Love becomes a tangible blessing as we serve one another, share what we are able, and strive to meet the needs of others. As servants of God, we work for justice for all people in every context, including issues related to race, sexuality, equity, poverty and the environment. We welcome all people at Immanuel regardless of race, culture, relationship status, or sexual orientation (LGBTQI+). We celebrate that all are created in God's image. We support every child of God in living with dignity. Immanuel is committed to faithful generosity, giving away 17% or more of our offering to support other ministries.

**Objectives**

The primary objective of this position is to help Immanuel live out its vision of care and service. Specifically, this means helping members of our community to:

- care for others
- serve those in need
- engage with partner ministries
- strive for justice in our community and in our personal lives

**Desired personal skills**

- Strong organizational skills with the ability to manage the details of multiple, overlapping service opportunities
- Ability to network with partner ministries and nurture strong, collaborative relationships
- Support and equip ministry champions, our lay leader volunteers who organize service opportunities and attend to partner relationships
- Have a heart for service and justice ministries and inspire that passion in others

**Manage Ministry Partnerships**

- Oversee communication between partners and the congregation
- Help the congregation to grow in understanding and support of partners including:
  - AMEXTRA
  - Cristo Obrero Mission Congregation
  - ELCA Missionaries Dr Steve and Jodi Swanson serving in Arusha, Tanzania
  - ELCA World Hunger
  - Lutheran World Relief
  - Lutheran Campus Ministry
  - Onward Eden Prairie
  - Redeemer Lutheran Church and Redeemer Center for Life

**Manage Benevolence Budget** (approximately \$200,000/year plus dedicated gifts)

- Work with Social Ministry Council Representative and other interested members to set the Benevolence Budget and Submit Budget to Council and Church Administrator
- Submit quarterly check requests for distribution of Benevolence gifts to Ministry Partners
- Oversee spending on benevolence budget items that are paid as direct expenses

- Work with Church Administrator to manage disbursement of dedicated

**Provide Service Opportunities and Support Champions** (lay volunteers who coordinate these service opportunities)

- Cornerstone Shelter
- Loaves and Fishes
- PROP (Food shelf)
- Redeemer Lutheran Church and Redeemer Center for Life
- Salem Lutheran – support Christmas giving Programs
- Simpson Shelter – men’s ministry bi-monthly Saturday breakfast (order food, solicit volunteers)
- Blood Drive – support champions
- Habitat For Humanity – support champions
- Feed My Starving Children – intergenerational event/once a year
- Lutheran Social Services – Christmas Sponsorships for Rezek House
- School Supply Drive – work with EP Schools and Prairie View Elementary
- Lutheran World Relief – Lenten Personal Care Kits Project
- Family Service Project – once/year
- Disciples’ Garden – support champions
- Piecemakers (Quilters) and Little Dresses – support champions
- Fleece Blankets for High School Seniors

**Provide Opportunities and Resources for the Congregation to grow in Understanding of Justice Issues**

- Manage congregational resources for Justice issues
  - Book Recommendations and discussion groups (2-3/year)
  - Schedule 2-3 large events per year (White Privilege play, Braver Angels Workshop, etc.)
  - Support members on their personal justice journeys
- Collaborate with Adult Faith Formation on education opportunities

**Staff and Communications**

- Attend weekly staff meetings and Program Staff meetings as scheduled
- Work with Communications staff to communicate with congregation
- Submit room requests and calendar information to Church Secretary
- Report to Senior Pastor

**Salary and Benefits**

This is a part-time position, \$21,000/year. Flexible schedule requiring some evening meetings. Two weeks of vacation and 5 sick days annually.

**Application Process**

Please send PDF of a cover letter, resume, and references to [paul@immanuel.us](mailto:paul@immanuel.us), subject line: Coordinator of Service and Justice Ministries. For more information, please contact Pastor Paul Nelson @ 952-240-4275