

## Position Description

**JOB TITLE:** Ministry Support Specialist

January 2025

**SUPERVISOR:** Church Administrator

**CLASSIFICATION:** Non-Exempt

### Position Summary

The Ministry Support Specialist provides administrative, logistical, and operational support to ensure the smooth functioning of ministries at Immanuel Lutheran Church. This role is key in coordinating worship materials, maintaining church records, scheduling building use, assisting with events, and volunteer support. The ideal candidate will be highly organized, detail-oriented, and an effective communicator who embodies the church's mission.

**Hours per week:** 36 hours (Mon – Thurs 8:30am-4:30pm, Fri 8:30am-12:30pm)

### Key Position Responsibilities

#### Administrative Support:

- Prepare the annual report in collaboration with church leadership.
- Provide administrative support for Vacation Bible School planning and execution.
- Manage office equipment, including maintenance, troubleshooting, and staff training.
- Sort and distribute incoming mail.
- Manage office and kitchen supply inventory.
- Manage church member records, baptism registers, and worship attendance logs.
- Support Care Teams with visit scheduling and coordination.

#### Worship and Committee Support:

- Attend weekly staff & worship planning meetings.
- Manage AMPLIFY system for people and planner coordination.
- Provide administrative support to Program Staff and church ministries.
- Coordinate baptisms, including mailings and scheduling.
- Coordinate funerals, including scheduling, service print materials, and luncheon/receptions.

#### Communication and Member Engagement:

- Coordinate the development of weekly bulletins with ministry and music staff on a weekly basis.
- Schedule & manage worship & fellowship volunteers.
- Update ministry content on the church website as needed (i.e. Children's bulletins, adult Bible Studies, weekly scripture readings, etc.)
- Send welcome postcards to new residents and coordinate outreach for new member integration.

**Building and Calendar Management:**

- Manage Immanuel's facility & event calendar.
- Schedule and coordinate facility use for internal ministries, committees, and external groups.
- Provide reception support, including answering phones and welcoming visitors.

**Skills Needed**

- Must be positive and welcoming to all who come into or contact the church office
- Ability to give and receive work direction and work collaboratively in a team environment
- Demonstrated strong written and verbal communication skills
- Must be organized, discrete and professional
- High level of comfort with the Microsoft suite of software
- Ability to learn new software/tools (including but not limited to AMPLIFY (Church Management Software), and Expression Engine (website content))
- Ability to be self-directed and work independently
- Personal relationship with Jesus Christ and a Christ-centered lifestyle