

Shared Ministry Coordinator St. John's Lutheran Church

The Shared Ministry Coordinator (SMC) is a support person in the organizational functions of St. John's Lutheran Church. The SMC assists the pastors, program staff and ministries in the recruitment of congregational members to work in various (specific and general) capacities to further the ministry goals and objectives of the congregation.

Responsibilities

1. To facilitate communication and planning, by participating in the weekly St. John's staff meeting.

To lead in the development and maintenance of a spiritual gifts inventory to be used in conjunction with the stewardship (time and talent) emphasis of the congregation.

3. To assist congregational leaders in the task of finding and inviting other members of the congregation to become involved in specific or general areas of ministry.
4. To be familiar with and function within the guidelines of the Lay Staff Handbook and Policies of St. John's Lutheran Church.

Shared Ministry Coordinator Duties

1. To take a lead role in the development of a Spiritual Gifts Inventory.
2. To assure the maintenance and accessibility of the results of the Spiritual Gifts Inventory by entering information into a computer program for easy access by the SMC and other program staff.
3. To meet with congregational leaders when requested to assist them in finding persons to help reach their specific or general ministry goal.
4. To generate computer based lists at the request of congregational leaders and staff members.
5. To be directly involved in the process of recruitment of congregational members to work become involved in the specific and general ministries of the congregation.
6. **To perform other task as may be needed to carry** out the responsibilities and duties listed in this job description.

6/5/97