

**St. Stephen the Martyr Lutheran Church
Greendale, WI**

Position: Ministry Assistant

Status: Part-time, Hourly

Hours: 25 hours/week, including some evening and weekend hours (specific hours negotiable)

Requirement: Pass a background check

Duties and Responsibilities

- Facilitate and coordinate new and existing congregational members' involvement in ministry activities by matching ministry needs with members' gifts.
- Schedule volunteers for worship and other regular activities.
- Assist in and attend various congregational events, programs, and occasional worship services in order to develop and maintain relationships with congregational members.
- Manage church communication
 - Update and maintain the church website.
 - Monitor and create postings for the church's social media accounts.
 - Serve as a first point of contact for guests and visitors to the office.
 - Maintain communication with the pastor regarding special ministry needs and requests.
- Prepare church documents and mailings, including but not limited to: bulletins, weekly and special (holidays, funerals, etc.); monthly newsletters; and annual reports.
- Keep church records
 - Maintain current membership roll and mailing list (Breeze church management software).
 - Update membership records: births, deaths, address changes, baptisms, etc.
 - Publish congregation directory
- Attend weekly staff meetings and monthly ministry committee meetings (one evening/month).
- Keep master calendar of all church activities and events.
- Order curriculum material and other materials needed by the church, as requested by staff or church council.
- Other duties as assigned.

Expectations

- A proven ability to work effectively with the congregation, diverse individuals, and teams of volunteers. Be relationship-oriented – initiate and develop with all age levels.
- Theology in harmony with the ELCA and the Church's mission as outlined in the mission statement, vision, and values.
- Maintain confidentiality when dealing with private matters.
- Demonstrate ability to work at a fast pace in a variety of circumstances, with composure and flexibility, and with an emphasis on attention to detail. Must have the ability to independently work on multiple projects concurrently, and be able to prioritize, while meeting deadlines.
- Exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, and accountability.
- Ability to think creatively and be innovative, and make suggestions for improvement.

Qualifications

- Previous experience in organizing resources and people to accomplish projects and programs.
- Strong organizational, administrative, and communication skills, both verbal and written, with an excellent command of English composition and punctuation.

- Advanced skills in use of Microsoft Office (Word, Publisher, etc.) and capacity to develop proficiency in the use of other software essential to job responsibilities (e.g., church and website management software).
- Ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.
- Must be able to freely move throughout the building. Must have the ability to occasionally lift and/or move up to 20 pounds.