

Church Administrative Coordinator

Zion Lutheran Church

Our Mission: to serve all God's creation in faith and love.

This is a full-time (40 hrs/week), salaried position.

At Zion Lutheran Church, we're seeking the right fit. Skills and experience can be gained - but first and foremost we want someone with a heart for people: for the poor, oppressed, lonely, and outcast; with a kind and generous spirit; someone who can catch a shared vision and run with it to make it a reality; a self-starter who is organized and a good communicator; willing to actively cultivate a deepening spirituality within themselves. They may not be all of these things, at first or all at once, but will aspire to become these things in our life and ministry together.

The ministry of Jesus Christ was often centered in marginalized communities and yet his Church today rarely resembles that. Rather, we have often been complicit in disproportionately hurting the most marginalized people in society – including women, people of color, people from working class backgrounds, people with disabilities, and LGBTQIA+ people. We believe we must do better. We must *be* better. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Contact Pastor Dan Gutman with any questions:

pastordan@zionlima.org or (419) 224-9951



Positions Results Description

I. Leadership Coordination

To effectively collaborate with the Lead Pastor, Church Council, Childcare Director and other leadership teams in a way that provides efficiency, knowledge & feedback as needed and that supports the mission/vision of Zion.

A. Collaborative Leadership

Provide support to leaders and leadership teams at all levels as they strive to “serve all God’s creation in faith and love.”

- Collaborate with team leaders to provide agenda and/or supporting information specific to the group.
- Provide feedback, when appropriate, with humility.
- Communicate pertinent information to persons or agencies impacted by leadership actions.
- Encourage involvement of more individuals in leadership opportunities through various methods.
- Support our partnership with the Childcare program as an important ministry to the families of this community.

B. Ministry Leadership

Use organizational skills to assist the Lead Pastor with his planning for worship series’, discipleship initiatives, service events, special events, etc.

- Provide thoughtful and constructive feedback when asked. With the Pastor, review and evaluate programs and events.
- Remain spirit-filled in all tasks and interactions.
- Demonstrate good information analysis and problem-solving skills.
- Seek out and be open to new and more efficient methods of serving in this position.
- Faithfully participate in staff meetings to promote collaborative relationships.

C. Personal Leadership

Sustain your ability to most effectively serve this church by prioritizing your spiritual and personal growth.

- Demonstrate excellent interpersonal and communication skills - written and verbal.
- Pursue spiritual growth through personal and group devotions, book studies, and small groups, for example.
- Demonstrate good time-management skills.
- Project a welcoming and caring attitude in all interactions.

II. Staff Responsibilities

- Proficient in Microsoft 10 programs
- Manage ChurchTeams database
 - Print and distribute quarterly giving statements
 - Enter attendance
 - Enter donations per donor
 - Update demographic information as needed
- Work with vendors
- Order supplies
- Prepare agenda/support documents for Church Council meetings
- Coordinate calendars with Childcare events
- Prepare announcements, connection cards, worship bulletins
- Prepare annual reports for congregation
- Prepare monthly newsletters- oversee mailing - schedule volunteers
- Prepare monthly remittance (tithe) to Synod
- Coordinate with accountant services

Yearly Evaluation

- Schedule a yearly evaluation sometime in September with the Lead Pastor.