

HOLY TRINITY LUTHERAN CHURCH

COMMUNICATIONS AND CONGREGATIONAL COORDINATOR

2730 East 31st Street • Minneapolis, MN 55406

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February 2019

Position Title: Communications and Congregational Coordinator

Reports to: Lead Pastor

Status: Full-time

The Holy Trinity Lutheran Church Community:

Holy Trinity Lutheran Church is a healthy, vibrant, financially stable, urban faith community. The congregation's life is nurtured through participatory worship, prophetic preaching, and varied educational opportunities. In turn, these provide motivation and energy for neighborhood and global involvement through which God's grace is proclaimed, God's forgiveness is extended, and God's justice is sought. We seek a Communications and Congregational Coordinator to work collaboratively with our lead pastor, associate pastor, staff, and lay leadership.

Position Summary:

The Communications and Congregational Coordinator will provide leadership for Holy Trinity's office, property management, volunteer management, and communications in order to support the ministry and work of the congregation.

Essential Functions:

Office Management

- Maintain office files, member database, and church calendar.
- Manage office supplies and equipment.
- Coordinate building use, manage room set up arrangements, and serve as primary contact for internal and external groups.
- Provide administrative support to pastors and program staff.
- Oversee preparation of sanctuary, community room, sacristy, and nursery for worship services.
- Conduct accounts receivable duties (see separate task list).
- Cross-train with Financial Administrator to enable coverage for absences when necessary.
- Other duties as assigned.

Communications

- Develop and maintain communications through website management, mailings, email, social media, blogs, and flyers.
- Coordinate the development, publication, and distribution of high-quality weekly worship bulletins and newsletters.
- Create seasonal booklets that highlight congregational programming.
- Prepare annual reports for congregational meeting and the Evangelical Lutheran Church in America.
- Receive visitors to the church office and answer phone calls and emails Monday-Friday.

Volunteer Management

- Oversee scheduling of worship volunteers.
- Recruit, schedule, equip, and support office volunteers.

Other Responsibilities:

- Participate in weekly staff meetings and occasional staff retreats.
- Engage in activities to build intercultural competency.

Minimum Qualifications:

- Associate's degree or equivalent; Bachelor's degree preferred
- 2 years relevant experience in a church, non-profit, or related setting; 3+ years experience preferred
- Experience in or aptitude for financial bookkeeping a plus
- Proficiency with Microsoft Office Suite, web-based technology, and social media

Physical Requirements:

- Able to answer phone calls, use computer

Core Competencies:

- **Collaborative Orientation:** Able to work independently while showing interest, comfort, and skill in working in a team environment; willing to offer support to staff, members, and visitors; shares credit for success with others, takes responsibility for their part in team failures
- **Interpersonal and Communication Skills:** Able to establish and maintain positive working relationships; is approachable; uses diplomacy and tact; is able to speak a message clearly and appropriately; is able to write clearly and succinctly
- **Time Management:** Manages work flow interruptions effectively and meets deadlines, especially in producing bulletins and newsletters; values time and respects the time of others; can appropriately balance priorities and demonstrate organizational skills
- **Attention to Detail:** Consistently attends to the many small pieces of church administration; keeps the larger picture in mind while tending to the smallest details
- **Creative Thinking:** Uses existing knowledge to develop original ways of working; reexamines traditional strategies and practices and proactively looks for ways to improve work processes; brainstorms with others to create mutually beneficial solutions; develops innovative solutions

Salary and Benefits:

This is a full-time position offering a salary of \$35,000-\$45,000 DOE and a competitive benefits package. Holy Trinity Lutheran Church actively seeks a diverse pool of candidates. People of color and LGBTQIA people are encouraged to apply.

Application Process:

Interested candidates should send a cover letter and resume to Pastor Ingrid Rasmussen (apply@htlcmpls.org). Review of applications begins on March 11, 2019. Position is open until filled.