

## **Lay Ministries Coordinator/ Staff Assistant**

St Margaret's Church - Annapolis, MD

### **Part-Time**

The Lay Ministries Coordinator (LMC) will primarily develop and manage a faith based volunteer program. We call our volunteers Lay Ministers. The LMC is a Part-Time position currently approved for up to 18 hours per week. Most of those hours will be in an office environment. The schedule of days worked is somewhat flexible and can be discussed. The LMC will work cooperatively with several other church leaders and parishioners.

### **Primary Responsibilities:**

- In cooperation with staff, vestry and Lay Ministry Leaders, develop volunteer position descriptions and opportunities.
- Become familiar with all church programs and establish relationships with committees.
- Work with Newcomers Committee to quickly and effectively engage newcomers into parish life.
- Maintains database of Lay Ministers and Parishioners, tracks donated hours of service and in-kind donations, and reports statistics monthly as needed and appropriate. Use this database as a tool to expand Lay Minister engagement.
- Provides acknowledgement of donations to in-kind donors and sends thank you letters to volunteers and in-kind donors as needed.
- Ensures that volunteers submit all required volunteer application and screening materials.
- Develop and implement a recruitment and management plan.
- Develop and manage a recognition program.
- Recruit Lay Ministry Leaders for all areas of church ministry.
- Conduct workshops for Lay Ministry Leaders, Vestry and others to help them identify how their ministry can effectively use volunteers.
- Participate in and supervise larger volunteer projects
- Support office administration functions as necessary including answering phones, greeting guests, providing program and resource information.

### **Division of duties by percentage**

- Volunteer Program Development 30%
- Volunteer Recruitment/Retention 30%
- Database Management/Development 20%
- Volunteer Education/Training 10%
- Staff Support 10%

### **Skills and abilities:**

- Excellent computer skills including knowledge of all Microsoft Office programs and experience using web-based data management systems.
- An understanding and respect for confidentiality
- A welcoming, approachable attitude

- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Honor and respect the Dignity of every person
- Position requires long periods of sitting, intermittent standing, reaching and bending. Must be able to move freely throughout the campus and travel efficiently between assigned office and other locations in a timely and efficient manner. Requires ability to lift approximately 10-20 lbs. regularly.
- Willing and able to work a flexible schedule, including some weekends.

**Educational and Experience Requirements:**

Bachelors' degree (experience may be considered in place of a degree).

Two (2) years experience in the coordination and training of volunteers, preferably in a nonprofit or faith based organization.

**To Apply:** Email the following information to [elizabeth@st-margarets.org](mailto:elizabeth@st-margarets.org)

Submit a resume including related work history for the past 5 years. Any references included should be of recent employment (past 3 years).

Job Type: Part-time