christ lincoln
A LUTHERAN MINISTRY

Position Profile: Sumner Campus Worship Coordinator

Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Sumner Campus Worship Coordinator
Department	Worship Ministries
Reports To	Pastor of Alignment
Position Level	4
Position Status	Full Time - Non-exempt

Job Purpose

The Sumner Campus Worship Coordinator provides administrative support to the Sumner Campus Worship Community Pastors and Worship Communities. This position welcomes visitors to the church office, responds to inquiries by phone or email, and provides general clerical support. Additionally, the Sumner Campus Worship Coordinator ensures weekly worship services and special events have the volunteers, coordination, and supplies needed to support meaningful worship experiences. This position also coordinates the baptism process and manages purchasing and accounts payable for assigned departments.

Duties and Responsibilities

I. Support the Sumner Campus Worship Community Pastors & Worship Communities
   A. Manage the calendar of the Sumner Campus Worship Community Pastors and provide administrative support, including travel arrangements and assigned tasks.
   B. Routinely clean and maintain the Sumner Campus Worship Spaces and storage areas.
   C. Collaborate with the Church Management Systems Coordinator to support Planning Center for Sumner Campus Worship Communities by maintaining accurate data, updating member information, and completing general database maintenance.
   D. Serve as a primary contact for Sumner Campus Worship Community volunteers including recruiting, training, scheduling, and weekly communication with scheduled volunteers.
   E. Coordinate the Baptism Process, encompassing stages from the initial request through the event day.

II. Weekly Worship and Special Event Support
   A. In partnership with Master Calendar Administrators, maintain accurate representation of Sumner Campus Worship events and follow established communication and facility protocols.
   B. Oversee and purchase worship and communion supplies and maintain appropriate inventory, including Easter lilies, poinsettias, palm fronds, ashes, candlelight candles, and other worship-related items.
   C. Coordinate and provide onsite support for weekly worship services, special events and special services.
   D. Support weekly worship needs according to an assigned schedule, allowing for timely response to emergencies and other worship-related concerns.

III. Clerical support in the Church Office
   A. Responsible for answering phones, greeting visitors, assisting walk-ins, organizing and delivering incoming mail and packages.
   B. Take initiative on miscellaneous clerical tasks and the opportunity to improve the overall appearance of office space.
   C. Proficiently handle office equipment; ie. photocopier, folding machine, and postage meter.
   D. Partner in the preparation of funeral bulletins and ensure accurate records for the All Saints Day presentation.

IV. Purchasing and Accounts Payable
   A. Promptly enter receipts and invoices into the accounting system.
   B. Handle purchasing according to established procedures.

Qualifications

I. Knowledge
   A. Microsoft Office programs and Google Suite
   B. Customer service principles to handle inquiries and provide assistance to staff, members and visitors
   C. The importance of handling sensitive information and maintaining strict confidentiality

II. Essential Traits
   A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
   B. Reliable and consistent attendance
   C. Positive attitude
   D. Action oriented
   E. Initiative to build relationships and rapport with current and potential volunteers
   F. Commitment to excellence and upholding ethical standards

III. Skills
   A. Effective time management and multitasking skills
   B. Exceptional proficiency in finding solutions to challenges
   C. Proficiency in prioritizing and organizing tasks
   D. Strong analytical abilities

IV. Education
   A. Bachelor's Degree or a minimum of 3 years experience as an Administrative Assistant, Office Manager or in project management required

Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for filing, handling paperwork, and assembling documents. There may be occasional lifting and carrying of office supplies, small packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors.

Direct Reports

This position is not a supervisor for any staff member; however will work with several volunteer leaders in a supervisory capacity.

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What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln’s policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln’s Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

_____

Employee Name (Printed)

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date