



St. Mark

Job Description: Ministry Coordinator & Administrative Assistant

St. Mark Lutheran Church in Brunswick, OH

July 2021

Job Summary

St. Mark Lutheran Church is seeking a full-time Ministry Coordinator and Administrative Assistant to join our team. The successful candidate will assist with coordination of church staff and volunteers for outreach and internal activity. This role will support the church by ensuring consistent and effective communication and messaging with the pastor and executive board while fulfilling our mission of spreading the word of the Lord.

Primary Duties and Responsibilities (Ministry Coordinator)

- Lead various church programs with a focus on St. Mark's published discipleship process.
- Plan, direct, lead and focus programs of nurture, service, education and fellowship for the total parish ministry efforts.
- Encourage and promote spiritual renewal opportunities, including retreats, gatherings, conferences, servant events, etc., as well as small-group Bible studies.
- Identify, recruit and train lay adult volunteers in various programs
- Serve as a resource person and advisor to the executive board as needed
- Provide leadership in congregational ministries both in-reach and outreach
- Assist in managing social media and external outreach advertising
- Collaborate with the Executive board members and Church Pastor to ensure verbal, written and visual consistency for our parish on weekend services and weekly communications, including oversight of advertising, promotion and messaging.
- Coordinate with the local community to plan upcoming programs, events, retreats and gatherings
- Encourage and promote spiritual renewal opportunities throughout the community including management of social media content
- Identify, recruit and work closely with adult volunteers in various programs to encourage community growth
- Direct liaison and advisor to the executive board and pastor

St. Mark Lutheran Church

Rev. Steven Girard, Pastor
1330 North Carpenter Road
Brunswick, OH 44212
330-225-3110

www.StMarkBrunswick.org



St. Mark

Primary Duties and Responsibilities (Administrative)

- Receive incoming phone calls, answer questions and provide information whenever possible.
- Sort mail and take messages for the pastor and staff.
- Schedule appointments, handle correspondence, take notes from meetings and other general clerical and support tasks as assigned.
- Prepare a weekly bulletin and presentations for worship.
- Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained. Order office supplies as necessary.
- Maintain a schedule for special services such as baptisms, weddings and funerals.
- Type sermons for the pastor as requested.
- Proofread written materials generated by the pastor as requested, such as bulletins, articles and manuscripts.
- Manage and write congregational informational material including emails and newsletter
- Cooperate with the Pastor and President by performing any other duties when asked to do so.
- Ensure accurate personal information is maintained for both members and non-members in congregational using Planning Center software
- Train volunteer group leaders in the efficient use of Planning Center software
- Provide Administrative support for all incoming calls while assisting with answering any questions or inquiries that outreach or parish members have.
- Management of calendar, program and office schedules for the Pastor and Staff
- Manage and ensure organization of all unclassified and classified office files

Education, Experience and Abilities

- Faithful to the Holy Scriptures and the Lutheran Confessions
- HS Diploma or GED required, Bachelor's degree preferred
- 3+ years experience in ministry coordination and/or secretarial work preferred
- Excellent written, oral and visual communications skills
- Exceptional interpersonal and leadership skills rooted in relationship building
- Committed to the highest level of professional ethics, accountability and transparency
- Proficient in computer software skills including, not limited to Microsoft Office, ProPresenter, Planning Center or church management software
- Detail oriented organizational skills

To Apply

Submit a cover letter, resume and any other relevant materials via email to stmarkbruns@gmail.com