

# Ministry Position Descriptions Coordinator

**Purpose:** Provide written descriptions of key volunteer ministry positions, which help members find positions to serve the Lord and minister to fellow Christians and the community.

**Responsible to:** The coordinator is David Borck, who is directed by the Director of Equipping, Karen Kogler.

**Job duties:** Gather descriptions of our key church ministry volunteer positions, put them into a standard format, and create documents that are uploaded to the church website. Existing descriptions are reviewed periodically, on a scheduled basis. They are revised any time a significant change occurs in the ministry.



- Work with ministry coordinators and church leaders to create new, and review existing, descriptions; guiding and assisting as needed.
- Put draft descriptions (both new and revised) into approved format
- Maintain records of descriptions created and needed; coordinate periodic reviews.
- Equipping Ministry staff converts final documents to PDF format and posts them on the church website

**Time required:** This varies with activity, but 6 to 10 hours a month is normally needed for meetings, emails or phone calls with ministry coordinators; maintaining records and drafting or editing documents. Time of year: All year.

**Length of commitment:** one year, with renewals as desired.

**Training:** One-on-one sessions conducted by the Director of Equipping as needed.

**Skills and qualifications needed:** Interpersonal skills for interviewing and guiding ministry coordinators, and for follow-up. Basic PC skills for drafting and editing documents (mostly Microsoft Word), email messages, and Internet access. Writing skills for editing documents drafted by ministry coordinators. Planning and organizing skills for planning actions.

**Benefits to the volunteer:** Project-oriented people will enjoy seeing our ministry descriptions available for any person to view. Using your skills to serve the Lord and the congregation is very rewarding.