

JOB OPPORTUNITY at LUMC

LUMC has a job opening for a COORDINATOR
Applications will be open till January 16, 2024
Position to be available as soon as February 1, 2024
Applications can be sent to councilchair@lumc.ca

LUMC Coordinator Position at LUMC

Below is a Job Description Outline for the hiring process. It is understood that there will be some flexibility in the details depending upon the successful candidate.

PREAMBLE:

The working title is **LUMC Coordinator**. The position is set at .5 FTE or approximately 20 hours per week.

Position - available as soon as February 1, 2024. The first term will be for one year, with a review at six months and potential continuity being affirmed 3 months prior to the one year anniversary of hiring.

A Memo of Understanding will be created with employment details. The position is a staff position, meaning this will be a daytime office staff position. (LUMC email, desk phone, computer and office supplies will be included.)

TASK AREAS:

Synopsis: Coordinate the elements of worship and programming across the LUMC community and be the primary communicator of weekly worship and programming.

- ❖ Organize and assist the people involved in each Sunday service; communicating with Worship Leaders, Speakers, Musicians, Tech Team, PMT, Office Admin, etc.
- ❖ Be the administrator of the Worship Calendar
- ❖ Attend worship on Sunday mornings with readiness to assist in background tasks (be the “back stage manager” for Sundays and other services)
- ❖ Be the “Key Communicator”. Communicate and relay information between various individuals, staff, volunteers, hubs, teams and committees
- ❖ Contribute to the weekly bulletin as a communication tool
- ❖ Be the administrator of LUMC Social Media and partner with others to maintain LUMC presence on Social Media with consistent messaging
- ❖ Promote LUMC programming inside and outside the LUMC community
- ❖ Be an LUMC office presence and work with the Office Administrator and other staff
- ❖ Enable and chair LUMC staff meetings
- ❖ Represent LUMC or designate appropriate representation to the MCEC Essex Cluster
- ❖ Be an active listener across the congregation, listening for ideas and moving them to appropriate individuals, committees and/or councils
- ❖ Be informed regarding LUMC’s conferences and their programming, relaying those resources to the appropriate locations across the congregation

SKILLS EXPECTED:

The Coordinator will have above average communication skills: ex. phone and email skills.

Computer skills and technical knowledge should include the following:

- Outlook
- WORD
- Excel
- Google docs
- TEAMS
- Facebook, Instagram, Twitter (X) and others in this genre
- Powerpoint or Keynote
- YouTube
- Photography and video skills
- Video production and editing
- Photoshop or equivalent

The above list is a proposed outline. Some learning and adaptability may be required.

Not all areas will need to be at expert level.

OTHER:

The Coordinator is a member of staff and will chair LUMC staff meetings, assign tasks and action items. (Ex determine tasks, responsibilities and time frames = who, what and when?)

The Coordinator will act as the “Church Recorder”. Committees, hubs and groups will forward their minutes to the Coordinator. Across all committees and meeting groups, the Coordinator will (a) encourage good note taking (minutes) at meetings, and (b) monitor timely distribution of tasks and action follow up.

The Coordinator will be involved in PMT meetings and PMT work.

The Coordinator will potentially be involved in a Worship Committee, if and when this committee is redeveloped.

The Coordinator is under the direct supervision of Church Council with some form of monthly reports. (Verbal or written)

Vocabulary Terms

PMT - Pastoral Ministry Team

MCEC - Mennonite Church Eastern Canada