



Ministry Coordinator

Bethel Lutheran Church, Noblesville, Indiana

Position Description

Who Are We?

Bethel Lutheran Church is a community of faith affiliated with the North American Lutheran Church. We have served the Cicero-Noblesville community since 1856; we relocated to our current campus in 1996. We are blessed to offer a multi-faceted, mission-oriented ministry that strives to deploy its members as fully devoted disciples of Jesus Christ. We have a heart passion for local, national, and international missions.

We are nurtured in our faith in three worship services every weekend, as well as a monthly healing service and frequent special services throughout the year. We grow in our faith during our Discipleship Hour every Sunday morning that offers spiritual formation activities for children and adults. We reach out to the youngest disciples in our community through our congregation-sponsored preschool. God has blessed us to be a blessing to our neighborhood and world, and we are excited at what God will do in this next season of our ministry.

Vision

The role of the Ministry Coordinator will be to strengthen and enhance the work of the congregation as it engages the curious, encourages the convinced, and empowers the committed to be fully devoted disciples of Jesus Christ.

Duties and Responsibilities

The Ministry Coordinator will serve as a full-time partner with other paid and volunteer servant-leaders at Bethel. As the primary staff oversight and support for our Discipleship, Stewardship, and Mission Ministries, s/he will

- engage with the Council ministry coordinators for Discipleship, Stewardship, and Mission to support the work of these ministry areas;
- work with our existing Missions Committee, and develop additional teams, task groups, and committees as needed, to fulfil the congregation's mission and the responsibilities of this position;

- create best congregational practices that move people from “attending” and “belonging” to the church into serving as disciples and leaders *in and beyond* this congregation;
- identify specific ways Bethel’s newest disciples will be identified, recruited, trained, released, and mentored in ministry, with the expectation that half of each year’s new disciple class (“Discovery”) will become involved in some hands-on ministry area (aside from taking a class) in their first year after becoming a disciple at Bethel;
- provide hands-on ministry training and on-going mentoring; and
- organize all adult spiritual formation activities;
- serve as a resource to the above ministry areas on Council, establishing and supporting those teams, task groups, and structures necessary to accomplish our ministry;
- work with the congregation’s print and online communication processes to promote our ministry;
- be available to preach occasionally, in consultation with the Senior Pastor.

Qualifications

- Bachelor’s Degree in Business, Non-Profit Administration, Ministry, or substantial (more than 3-5 years) job experience in a related field
- Strong written and verbal communication skills and organizational ability
- Proficient with Microsoft Office software (or equivalent)
- Able to manage multiple projects over both short- and long-term periods
- Collegial, team-oriented person adverse to a “lone-ranger” ministry style
- Willingness to grow in faith and life-long professional development

Work Environment

Ministry is a high-intensity endeavor. Bethel’s ministry is complex and multi-faceted. Bethel’s ministry context is more flexible than other industries or employers. We recognize many aspects of ministry take place as often in a coffee shop as in a staff members’ office. Apart from weekly staff meetings and weekend worship, there are few

regularly-scheduled activities this staff person will be expected to attend. Bethel's office is open 8:30a-3:30p Tues-Fri. S/he will communicate office availability so members can know the best time(s) to make contact. Staff share a joint internal ministry calendar to facilitate planning and cooperation.

Accountability and Support

- Participate in weekly tactical check-in with Senior Pastor
- Participate in monthly strategic All-Staff meeting
- Semi-Annual ministry review and goal setting with All-Staff
- Annual ministry review with Senior Pastor

Compensation

- Two days off each week (Mondays, plus one other day of the staff members' choosing, not Sunday).
- Two weeks of paid vacation (including four Sundays)*
- One week of continuing education (including \$500 for expenses)*
- \$1,000 Professional Expense Allowance
- Starting salary will fall within a range based on education level and previous experience and will not be less than \$40,000 annually.
- Healthcare and pension benefits will be available after the successful completion of initial 90-days of employment.

*These benefits may be taken prior to the first anniversary of employment.

Persons interested in applying for this position may send their cover letter and resume to Pastor Allen Schoonover (pastoral@bethellutheranchurch.com) electronically or via USPS c/o Bethel Lutheran Church, 20650 Cumberland Road, Noblesville, IN 46062.