

Wednesday Night Coordinator Job Description

Introductory Statement

As a Wednesday Night Coordinator, basic responsibilities include commitment to Christ, soundness of faith. The Coordinator will oversee the programming for all Wednesday education. This person will:

Qualifications

The Wednesday Night Coordinator must see this position as a ministry to and with the people of God known as Trinity Evangelical Lutheran Church. Commitment comes from an understanding of God's love for us and God's desire for us to continually expand our understanding of the Bible, Lutheran theology and how God's work is integrated in our daily lives. A willingness to grow in faith and in this position as the educational life of Trinity evolves is a requirement.

Responsibilities

1. Be organized and creative
2. Ability to relate well with staff and church members of all age groups
3. Familiarity of computer technology
4. Self motivated

FOR CONFIRMATION

- a. Collaborate with fulltime ministry staff
- b. Create and maintain Confirmation small groups
- c. Recruit Confirmation guides
- d. Be the primary communication point of contact for Confirmation students and parents
- e. Track sermon notes
- f. Coordinate the 9th grade transition into High School Youth Group

FOR CONFIRMATION, KFC AND HIGH SCHOOL

- a. Work with Wednesday night volunteer leaders
- b. Create yearly schedules
- c. Coordinate and lead service projects and special events
- d. Obtain and gather supplies
- e. Assist with set up needs
- f. Provide social media support
- g. Track attendance
- h. Keep contact information up to date
- i. Sends weekly informational emails to KFC and confirmation parents

Accountability

The Wednesday Night Coordinator will be accountable to the Ministry staff. Opportunity for review and goal setting will take place periodically.

Exempt Status – This is a part time, non-exempt position.

Reviewed 12-27-2023