

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number	1.20.32
Subject	Spiritual Gifts Coordinator
Effective Date	11/15/2017
Committee	Personnel

Organization/Church Employees/Spiritual Gifts Coordinator

Reports to Office Manager

Position Summary

The Spiritual Gifts Coordinator, under the direction of the Office Manager, provides support to the mission of the church through recruiting, organizing, and helping volunteers to use their time, talents, and treasure.

Principal Accountabilities

1. Works with Congregation Council, staff, committees, and special ministries to identify areas of need for volunteer contributions of time and talents.
2. Encourages an awareness and commitment to serving Christ through service to others by regularly publicizing opportunities for members to use their spiritual gifts.
3. Builds relationships within the congregation in order to identify and/or assist members to identify their spiritual gifts, and matches those gifts to specified needs.
4. Develops and maintains descriptions of, and instructions/training materials for, volunteer activities with assistance from staff and committees.
5. Recruits volunteers for specific ministries as needed.
6. Ensures that all volunteers have received training or training material as appropriate.
7. Gathers volunteer information from and encourages new member participation in at least one ministry.
8. Strives to ensure that members' preferences to participate in specific volunteer opportunities are communicated to the appropriate person(s) for action and that training for the task has been completed.
9. Ensures that the Ministry Scheduler Program is maintained and up to date.
10. Maintains an up-to-date volunteer resource bank.
11. Provides for recognition and support of volunteers.
12. Attends and participates in staff meetings as requested.
13. Performs other duties as assigned.

Qualifications

1. Communicates well both verbally and in writing.
2. Relates easily to a variety of persons.
3. Possesses basic computer skills.
4. Able to organize and prioritize work, and to adapt to unexpected changes in priorities.
5. Able to work effectively as a team member.
6. Possesses basic knowledge of how a congregation operates.
7. Able to maintain confidentiality.