



Personal Member Ministry Coordinator

Mission Statement:

Personal Member Ministry helps us discover and develop our God given talents, empowering us for faithful and joyful service in every area of our lives, and building up the body of Christ as we serve God and others.

Description:

The PMM Coordinator oversees the Personal Member Ministry program and sees to it that the Personal Member Ministry Mission is carried out.

Reports to:

Coordinating Pastor.

Written reports are submitted to the church council monthly.

Core Team:

Coordinating Pastor, Communications Manager, Business Manager, Stewardship Chairman, Stewardship Pastor.

Qualifications:

- Spiritually mature, active member of St. Matthew's Lutheran Church or other WELS / ELS congregation who is growing in the knowledge and grace of Jesus Christ through regular worship, Bible class attendance, and personal study, prayer and meditation.
- Completed and passed the online background screening process
- Supports St. Matthew's 3 Year Ministry Plan and the Personal Member Ministry Vision
- Ability to organize complex projects
- Ability to act independently
- Above average communication and presentation skills
- Computer skills (Working knowledge of Word, Power Point and basic Excel skills preferred)
- Ability to handle interpersonal relationships
- Ability to relate to the feelings and needs of others
- Positive attitude
- Knowledge of volunteer management

- Has an understanding of and appreciation for the nature of volunteers
- Experience directing a volunteer program is a preference
- Knowledge of congregational structure and membership is a plus
- Knowledge of Realm Software is a plus

Responsibilities:

1. Oversee the Personal Member Ministry program.
 - a. Continue to grow in knowledge and ability to coordinate the Personal Member Ministry program through study of resources and training opportunities.
 - b. With input from the Board of Stewardship, work to establish and manage a yearly budget.
 - c. Meet regularly with the PMM liaisons of the various Church groups and Council
2. Oversee, coordinate, and work with other staff members, Core Team, implementation teams, and other individuals serving in the PMM program to carry out the Personal Member Ministry Vision which will include the following eight key components.
 - a. Biblical Foundations
 - b. Culture and Awareness
 - c. Assist with assimilation of new and activating existing members for service
 - d. Create and maintain a time and talents database for all interested members
 - e. Matching and Placement of volunteers with the needs of individual church groups
 - f. Communication
 - 1) Use the data to assist leaders in finding appropriate people to serve.
 - 2) Identify and form a CORE team of members who will drive this area of ministry.
 - 3) Ensure that new and revised ministry descriptions are being uploaded to the St. Matthew's website.
 - 4) Ensure that service opportunities are effectively communicated to the congregation.
 - 5) Regularly communicate with staff, board members and ministry leaders through a Servant Leader Newsletter.
 - 6) Attend staff meetings.
 - 7) Communicate with congregation regarding PMM.
 - 8) Submit monthly reports to the coordinating Pastor and Church Council
 - g. Equipping members who are serving by providing proper on-boarding training as well as additional learning opportunities to set those serving up for success.
 - h. Recognition and reflection on volunteer accomplishments to encourage those who serve.

Time Commitment:

This is anticipated to be a full time, 40 hour per week position with flex time based on workload; some evening and weekend hours will be required for meetings. Once program gains momentum, Sunday morning hours will be required to provide accessibility to those attending services and bible study.

Relationships:

The PMM Coordinator works with the ministerial staff, boards, ministry leaders, and individual members. The Coordinator oversees and works with the PMM Core Team, implementation teams, and other individuals serving in the Personal Member Ministry program. The Personal Member Ministry Coordinator directly reports to the Coordinating pastor but also submits written reports to the Church Council.

Training: Training will occur through personal reading and research, online training and mentoring with Lori Lorig of Faith Unleashed.

Compensation: \$17.75/hour, 2 weeks (80 hours) yearly vacation, flexible work schedule, fully paid premium health insurance. Holiday pay for Memorial Day, Labor Day, 4th of July, Thanksgiving Day, Christmas Day and New Years Day. Eligible for annual review.