

CALVARY LUTHERAN CHURCH

ELCA

5311 Sheridan Lake Road

Rapid City, SD 57702

www.calvaryrapidcity.org

605-342-9043

POSITION DESCRIPTION

Effective Date: 03-04-21

Revision Date:

POSITION TITLE: Communications Coordinator

POSITION IDENTIFICATION: Part-time

Classification:

_____ Regular Full-Time: *Scheduled to work an average of 40 hours/week*

Supervises: Direct Reports Indirect Reports

Positions which report through other positions

Status: _____ Exempt _____ Non-Exempt _____ N/A

PRIMARY FUNCTION:

- **To embrace and help members live into the guiding statement:**
 - **Values**
 - **Servant Leadership**
 - **Joyful Generosity**
 - **Intentional relationships**
 - **Mission**
 - **Welcome and inspire ALL with grace, courage, and love.**
 - **Vision**
 - **To be a connected and caring faith community.**
 - **Tag Line**
 - **Reach up, Reach in, Reach out.**

REPORTING RELATIONSHIP:

- **Co Pastors (Pastor Becky is primary)**
- **Executive Council**

ESSENTIAL JOB FUNCTIONS:

- To help our congregation live into our guiding statement (See above)
- To communicate to members information, events, and programs at Calvary
- To assist with scheduling and coordinating church events
- To coordinate the registration of programs and events
- To keep records
- To assist in office work
- To adapt as the needs of the church change

WORKING RELATIONSHIPS:

- Congregation
- Office Manager and Business Manager
- Co Pastors and Church Staff

QUALIFICATIONS:

- Member of the congregation or member of the same Lutheran Synod preferred
- Technology and communications

EXPERIENCE:

- Good organizational, computer skills, and writing skills

EDUCATION:

SKILLS/ABILITY/OTHER CHARACTERISTICS:

- Servant
- Strives for excellence
- Genuine
- Christian Character
- Dependable

CERTIFICATIONS/CREDENTIALS:

CALL:

- ***Matthew 28.18-20:*** And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."
- ***Affirmation of Baptism*** (Evangelical Lutheran Worship Hymnal) To live in the covenant God made with you in holy baptism:
 - To live among God's faithful people,
 - To hear the word of God and share in the Lord's Supper,
 - To proclaim the good news of God in Christ through word and deed,
 - To serve all people, following the example of Jesus,
 - To strive for justice and peace in all the earth.

SPECIAL REQUIREMENTS:

- A servant leader.