

# ***CALVARY LUTHERAN CHURCH***

**ELCA**

**5311 Sheridan Lake Road**

**Rapid City, SD 57702**

**[www.calvaryrapidcity.org](http://www.calvaryrapidcity.org)**

**605-342-9043**

## **POSITION DESCRIPTION**

**Effective Date: 04-07-19**

**Revision Date:**

**POSITION TITLE: Faith In Action Coordinator**

**POSITION IDENTIFICATION  $\frac{3}{4}$  time to fulltime**

**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 x \_\_\_\_\_ 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 (David)**
- **Executive Council**

**ESSENTIAL JOB FUNCTIONS:**

- **To help our members live into our guiding statements (see above)**
- **To facilitate, and tell the stories of the congregation (stories of the church at work to congregation and stories of congregational members at work to the congregation)**
- **To facilitate the stories of God at work in the community, state and around the world and help people get involved in this work**
- **To connect members to faith action in the congregation and the community**
- **To help new members find their place at Calvary and be a welcoming presence**
- **To facilitate involvement of all members in the faith life here at Calvary**
- **To be flexible and adapt to the needs of the church**

**WORKING RELATIONSHIPS:**

- **Congregation**
- **Community**
- **Co Pastors and Church Staff**

**QUALIFICATIONS:**

- **Member of the congregation or member of the same Lutheran Synod preferred**
- **Relationship skills**
- **Technology and communication skills**

**EXPERIENCE:**

- **Experience with assembling volunteer groups preferred.**
- **Experience with creating groups and leading meetings preferred.**

**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.