

Resurrection Lutheran Church of Alpena

Ministry Coordinator

Lead and coordinate RLCA staff that serve as a director in an area of ministry:

Faith Development

GO

Pastoral

School of Music

Worship and Music

This is accomplished by:

- Developing relationships with each director to understand their knowledge, skill and talent; working with them and challenging them to utilize that most effectively in their roles.
- Teaching and equipping directors in areas that they want to improve their functional skills and leadership skills. Utilize additional training resources as appropriate.
- Monitoring the well-being of each director to ensure they are dealing with challenges in healthy ways.
- Ensure that all ministry being carried out is consistent with the direction provided by the Congregational Council.
- Seeing that each director is prepared to report to the Congregational Council on a monthly basis.
- Facilitating ministry evaluations with the Congregational Council to identify areas that need focus and improvement.
- With each director, attempting to maximize engagement of the congregation in meaningful service. Assist where necessary to communicate opportunities to the congregation.
- Working with directors to see that roles and responsibilities for those engaged are clear and concise.
- Meeting at least weekly to discuss current ministry logistics. Also prepare for upcoming events and remove hurdles for those events to be carried out.
- Challenging directors to watch for new, innovative ways to carry out good ministry as defined by our ministry evaluation criteria. Experiment with ideas and propose those that work to the Congregational Council for approval. Work closely with the directors to launch new ministry and see that all resources are in place. Resources include people, funding, space, etc. Monitor until it is refined to function effectively and consistently.
- Providing feedback and coordination for directors to see that ministry is implemented consistently and seamlessly for those engaged and served.
- Handling all day to day questions and concerns from directors as they need help and support.
- Communicating appropriate information to the congregation through websites, the bulletin and Sunday morning announcements.
- When a director is unavailable, seeing that all responsibilities are temporarily handled by well qualified replacements. This is for vacations, etc. However, it also encompasses larger projects like the current Transition Team.