



First Lutheran is a vibrant Christian Community committed to connecting faith and life for people of all ages through worship, learning, and serving in Jesus' name.

Position Description
Director of Congregational Life and Engagement

Reports to: Director of Church Administration Date: March 2019
Ministry: Member Engagement and Volunteering Compensation: Full Time
Based on experience

POSITION MISSION STATEMENT: This position will focus on connecting faith and life through congregational engagement, volunteer recruitment and retention, along with the management and oversight of volunteers, initiatives and programs. Equipping members for continued growth and development through engagement across all First Lutheran Church ministries.

CORE COMPETENCIES: This position requires consistently demonstrated competencies in the areas of hospitality, communication, productivity, interpersonal relationships, integrity, creativity, teamwork, facilitation and relationship building.

SCOPE OF POSITION: A highly energetic and relational professional with a track record of building relationships and developing a strategic plan for the volunteer ministry and congregation engagement of First Lutheran Church.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Drive weekly volunteer engagement through personal means of verbal communication and invitation including face-to-face conversation, phone calls, and emails
- Ensuring volunteers understand and are trained to serve in their particular area
- Leads members in the discovery and development of their spiritual gifts by supporting them and encouraging them to use their gifts
- Work with pastors to facilitate new member ministry

POSITION ACCOUNTABILITY:

- Work and meet regularly with the Director of Church Administration
- Work with pastors, staff, and appropriate committees to carry out the church's mission
- Attend meetings as needed and requested by the Director of Church Administration or Lead Pastor

POSITION QUALIFICATIONS:

- Enthusiastically committed to Jesus Christ and the ministry of First Lutheran Church
- Excellent organizational and interpersonal communication skills with ability to work well with volunteers driving results and engagement through volunteers
- Strong writing, editing, communication and analytical skills
- Experience in strategic planning, development, implementation and evaluation of ministries and events with a customer service mindset
- Able to multi-task and view interruptions as ministry opportunities

JOB APPLICATION

First Lutheran Church
822 Douglas Street, Alexandria, Minnesota 56308
320-762-2196

First Lutheran Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Date of Application: _____

Applicant Information

Applicant Name: _____

Full Address: _____

Phone Number: _____

Email Address: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position? _____

On what date can you start working if hired? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for First Lutheran Church before? If yes, when? Yes No

Do you have any friends, relatives, or acquaintances working for First Lutheran Church? Yes No

If yes, please state name & relationship:

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

(Application cont.)

Do you have any condition which would require job accommodations?

Yes No

If yes, please describe accommodations required below.

(Note: First Lutheran Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services?

Yes No

If yes, in what branch of the military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this positions?

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____

References

Please provide 3 personal and professional references below:

Reference	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and the First Lutheran Church is referred to as "employee at will". This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by First Lutheran Church. You understand that your employment is "at will", and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you AND either our Chair/Co-Chair of the Vision Team, Senior Pastor, or Church Administrator.

Applicant Signature: _____

Dated: _____