

**Shepherd of the Hills United Methodist Church  
920 W. Tonaquint Drive, St George, Utah 84770**

**JOB DESCRIPTION - Congregational Life Coordinator**

<b>Status</b>	Part time
<b>Schedule</b>	6–10 hours per week, primarily office with some remote work. Schedule to be coordinated with Pastor. May need to be present at church services or assign volunteer helpers.
<b>Benefits</b>	None
<b>Supervision</b>	Works under the direction of the Pastor(s) or his/her designee. Non-supervisory position.
<b>Probation &amp; Evaluation</b>	The probationary period is six (6) months, after which the position will receive a review and evaluation, followed by annual evaluations.

**Position Overview**

The Congregational Life Coordinator will create and support opportunities for church fellowship and events that will promote deeper community connections with one another.

**Basic Functions and Duties**

- Always maintain confidentiality.
- Good communication skills
- Creative, enthusiastic, outgoing person, knowing how to have fun and encourage it to happen
- Welcoming hospitable attitude
- Good organizational skills
- Overview of church’s congregational ministries, activities and interests
- Other duties as assigned.

**Minimum Qualifications**

**Education:** High school diploma or equivalent is required. A two-year degree or applicable certificate(s) is (are) desirable.

**Language:** Must speak, read, and write English well.

**Experience:** Good with people

**Keyboarding/Computer:** Hardware and software operation; type a minimum of 40 words per minute.

**License /Transportation:** Possess a valid driver license and/or have available a reliable means of transportation.

**Knowledge, Skills, and Abilities**

**Knowledge of:**

1. General office procedures and practices.
2. United Methodist Church structure and disciplines (or be willing to learn).
3. Proper spelling and grammar.
4. Internet use to include email, a browser, and a search capability.

**Skills in:**

1. Caring, compassionate character
2. Written, verbal and interpersonal communications.
3. Word processing, email preparation and handling, preparation and manipulation of spreadsheets and databases, and use of the internet.
4. Good organizational skills.
5. Coordinating and scheduling appointments and activities.
6. Operation and basic maintenance of office equipment to including but not limited to a multi-line telephone system, computer, printer, photocopier, shredder, scanner, 10-key calculator, and other standard office equipment.
7. Proofreading hard copy and electronic documents.
8. Decision-making.

**Ability to:**

1. Establish and maintain effective working relations with church staff, officials, members, and the public.
2. Maintain confidentiality.
3. Meet deadlines.
4. Work with Administrative Assistant to enhance communication and publicity, create and produce a monthly newsletter.
5. Give oversight to small group ministry.
6. Create new small groups as needed.
7. Be an active member of church and attend Sunday services regularly.
8. Consult with Pastor Derek as opportunities arise.
9. Participate in Facility Expansion programs as needed.
10. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
11. Interpret instructions provided in written, verbal, diagrammatic or schedule form.
12. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.
13. Learn the computer applications used in the office.
14. Display a professional attitude and appearance.

**Working Conditions**

Work is performed primarily indoors in a typical office environment. The position is mostly sedentary with extended periods of sitting at a desk but may include standing, stooping, crouching, bending, etc. It may also be susceptible to eyestrain, back discomfort, and hand/wrist problems. Medium physical strength is required for occasional lifting.

**Equal Opportunity Employer**

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.