

**BETHEL LUTHERAN CHURCH
MADISON, WI**

Ministry Support Specialist

POSITION SUMMARY:

The Ministry Support Specialist serves Bethel Lutheran Church by providing administrative services to the Lead Pastor, pastoral staff, program staff, ministry teams, and congregational leaders. This position is a key partner in work, fellowship, and prayer devoted to the mission and vision of the church.

POSITION STATUS:

PART-TIME/FULL-TIME: Full time	HOURLY/SALARY/OTHER/VOLUNTEER: Salary
HOURS PER WEEK: 40+	BENEFIT ELIGIBILITY: Full Benefits
JOB CLASSIFICATION: Program Staff	FUNDING SOURCE: 502

MAJOR RESPONSIBILITIES:

1. Provide administrative assistance to pastoral staff including:
 - Coordinate with Pastors regarding Baptisms, Weddings, and Funerals.
 - Provide administrative assistance to Lead Pastor.
 - Support pastoral staff as requested.
 - Provide basic email support for staff.
2. Administrator of Realm:
 - Maintain and update profiles and groups to keep church records up to date.
 - Provide Realm training and support as needed for staff, council members, group leaders, and congregation members.
3. Church Records:
 - Maintain updated church records for membership, baptisms, confirmations, funerals, and weddings in the hard-bound records book and in Realm.
 - Maintain files for congregation members.
 - Prepare and print baptismal bulletins/certificates for Parents/Sponsors.
 - Create and maintain funeral information sheet (blue sheet).
4. Provide general support to congregational ministry including:
 - Attend staff meetings, recording minutes for distribution to the staff.
 - Provide administrative support to ministry and resource teams, task forces, and lay leaders as needed.
 - Assist program staff with administrative functions upon request.
 - Create and maintain schedules for Ushers, Communion Servers, and Lectors.

KNOWLEDGE/SKILL/ABILITY:

Professional Qualifications:

1. Proficient or able to become proficient in Realm, church data base software.
2. Basic proficiency in Microsoft Word, PowerPoint, Excel, and Google Docs, Sheets, and Forms.
3. Demonstrate a willingness to learn new tasks and functions.
4. Maintain a cooperative team spirit with staff, volunteers and congregation.
5. Ability to prioritize when receive tasks from multiple sources.
6. Maintain a positive attitude at all times and poise under pressure.

Personal Qualifications (Spiritual Gifts and Abilities):

1. Maintain a servant's heart regarding the job description.
2. Must have an attitude of genuine caring for the congregation, staff and guests.
3. Ability to maintain confidentiality regarding information about people and ministry shared in the normal flow of staff relations.

QUALIFICATION REQUIREMENTS (INCLUDES EDUCATION):

1. High School Diploma required.
2. Post-secondary education, administrative training and/or experience are desired.
3. Proficient in English usage and able to serve as proofreader and editor for print ministry.

RELATIONSHIPS:

RESPONSIBLE TO (REPORTS TO): Lead Pastor

RESPONSIBLE FOR (DIRECT REPORTS): Volunteer Coordinator

SUPPORTING RELATIONSHIPS: Pastoral and Program Staff

SECURITY LEVEL:

Administrator in Realm