



Madison, WI

CONGREGATIONAL ENGAGEMENT COORDINATOR

Bethel Lutheran Church is a historic 170-year-old congregation in the heart of downtown Madison, just blocks from the Wisconsin State Capitol. Grounded in our mission to be a *"city-wide church with a world-wide ministry,"* we are a community that seeks to connect faith with everyday life—within our congregation, across our city, and beyond.

Bethel Lutheran Church is seeking a welcoming and organized Congregational Engagement Coordinator to support the life and ministry of our congregation and staff. This key role serves as the primary liaison for congregants and provides administrative support to pastoral, diaconal, and programming staff.

The Congregational Engagement Coordinator oversees congregant records, serves as the point of contact for life events (e.g., baptism, wedding, funeral), supports volunteer management, and hospitality on Sunday mornings.

This position works 35-40 hours per week, with a regular schedule of:

- Sunday: 7:00 am - 12:00 pm
- Monday-Thursday: 8:00 am - 5:00 pm

Key responsibilities:

Congregational Support:

- Serve as the primary point of contact for baptism, wedding and funeral inquiries.
- Maintain accurate congregational records and information in a timely manner.
- Prepare baptism certificates, sponsor materials, and gifts.
- Process congregant transfer letters and other related documentation.

Administrative Support:

- Provide administrative assistance to pastoral, diaconal, and programming staff.
- Assist with meeting scheduling, coordination, and preparation of materials.
- Create documents, presentations, and reports as needed.
- Support volunteer scheduling, including greeters, ushers, communion assistants, and lectors.
- Coordinate office and ministry supply ordering within budget guidelines.
- Assist with new member classes and engagement events.

Life Event Planning & Coordination:

- Coordinate funeral planning, including family meetings, scheduling, facility logistics, luncheons, communications, and fee collection.

- Prepare funeral-related materials, forms, and correspondence.
- Coordinate wedding preparation, facility tours, event timelines, vendor communication, and contract administration.
- Collaborate with event coordinators to ensure seamless execution of weddings and funerals.
- Communicate death notices to the congregation and manage related records and correspondence.

Database Administration:

- Serve as the primary administrator and resource for the church's database (Realm).
- Support staff, ministry leaders, and congregants using Realm for communications, registration, and recordkeeping.
- Develop and maintain processes that ensure data quality, accuracy, and security.

Hospitality & Sunday Support

- Welcome guests and congregants on Sunday mornings..
- Serve as a resource for worship and hospitality inquiries
- Create a warm, welcoming environment that reflects Bethel's mission and values.

Ministry and Organizational Support:

- Attend meetings and prepare meeting minutes.
- Provide administrative support ministry teams.
- Compile and distribute the monthly briefing book.
- Assist with preparation of the church's Annual Report.
- Coordinate annual volunteer background checks.

Qualification Requirements:

- High school diploma is required with post-secondary education or related administrative experience preferred.
- 3+ years in an administrative or office management role is required.
- Adherence to Bethel's mission and values.
- Demonstrated proficiency in Google Suite and database application is required.
- Proven ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Strong organizational and time management skills with the ability to prioritize multiple tasks and meet deadlines.
- Demonstrated ability to work productively and collaboratively with others (e.g., staff, congregants).
- Exceptional interpersonal skills with a servant-hearted, professional, and welcoming demeanor.
- Demonstrated ability to work with others on a team as well as independently.
- Ability to maintain a positive attitude and poise under pressure.
- Commitment to managing conflict directly and gracefully.
- Ability to lift up to 30 pounds, talk, walk, hear, and speak with others.
- Completion of a background check is required.

Physical Requirements (with or without reasonable accommodation):

- Ability to lift up to 30 pounds, stand, stoop, and talk with others.

In exchange for your talents and service, Bethel offers pay of \$23.00-\$25.00 per hour, based on experience, and a comprehensive benefit offering includes health and dental insurance premiums provided by the organization, retirement plan with organizational contribution, parental leave, employee assistance plan, parking, paid time off, and paid holidays. We'd welcome the opportunity to learn more about your experience, please share your resume to employment@bethel-madison.org.