



December 6, 2024

THANK YOU for your interest in the position of Director of Lay Ministry at Grace Lutheran Church. Grace is a member of the NALC, North American Lutheran Church. We are a church family committed to the authority of the Bible as the inspired Word of God. In keeping with the Lutheran Confessions, we believe all doctrines should and must be judged by the teaching of Scripture.

An application and a copy of the job description for this position are included in this packet. To apply, please complete both sides of the application and return it to the address below. You should also include your resume and a minimum of three references with your submission. Resumes will be accepted until the position is filled. Interviews of qualified candidates will be conducted as applications are received.

Please bring or mail your application, resume and list of references to this address:

ATTN: Sandy Thompson, Executive Director
Grace Evangelical Lutheran Church
1801 Saint Paris Pike
Springfield, OH 45504
Email: sandy.thompson@grace-nalc.org
(937) 399-6257 (x 108)

Questions may also be addressed to this same contact person.

GRACE EVANGELICAL LUTHERAN CHURCH

Job Description

TITLE: Director of Lay Ministries

POSITION SUMMARY

The purpose of this position is to nurture growth in individual discipleship and increase the effectiveness and participation in Grace's lay ministries, encouraging each member of Grace to identify, develop, celebrate and share his/her God-given gifts and talents to the glory of God. This is a part-time, exempt position, requiring 15-20 hours per week with flexible work schedule to be determined.

DUTIES AND RESPONSIBILITIES

1. Recruit Ministry Area Coordinators and Volunteers
 - a. Advocate for members to grow in their faith and relationship with God through involvement in Grace ministries
 - b. Assimilate new members into the family of Grace by connecting them with ministries that apply to their gifts
 - c. Market lay ministry opportunities to congregation members

2. Train and Develop Ministry Area Coordinators and Volunteers
 - a. Assist volunteers to identify and develop their individual spiritual gifts
 - b. Encourage and support Ministry Area Coordinators and Volunteers in their efforts to carry out a lay ministry
 - c. Encourage and provide training for all areas of lay ministry at Grace

3. Manage Grace's Lay Ministry Program
 - a. Assess effectiveness of current ministries and assist in the development of new ministries
 - b. Implement the annual Time and Talent process
 - c. Maintain a database of Grace members' interests, skills and experiences and match those with ministry opportunities
 - d. Solicit, organize and communicate annual funding requests from Ministry Area Coordinators for budget consideration
 - e. Receive and maintain ministry team schedules, create "Serving This Morning" list, and send weekly reminders to those serving both via email and on the Grace App.

4. Serve as Lay Ministry Liaison
 - a. Serve as liaison between Grace's lay ministries, the congregation, Grace staff and Grace council
 - b. Ensure Grace lay ministry events and opportunities are communicated to congregation

5. Additional Duties:

- a. Advocate for outreach ministry involvement among the Grace congregation and support outreach planning and organization.
- b. Oversee coordination of the Annual Grace Charity Auction.
- c. Oversee and supervise Financial Stewardship Campaign each year.

REQUIRED QUALIFICATIONS

Education: High School diploma required; college degree desired

General Work Skills and Abilities Required:

- Confesses Jesus Christ as personal Lord and lives a Christian witness on the job and off
- Affirms and is actively engaged in the disciple-making mission of the church
- Demonstrates superior interpersonal skills
- Has the ability to communicate clearly and professionally both in written and spoken formats
- Is a strong and willing teacher and mentor
- Possesses capable computer skills including Microsoft Office Products
- Manages time effectively and productively
- Exhibits initiative and industry
- Able to work well as a member of team

SUPERVISION

The Executive Director will provide ongoing supervision for this position, including a formal evaluation once a year.

COMPENSATION

The salary and benefits for this position will be commensurate with the employee's experience, the Grace staff handbook and the Grace annual budget.

Grace Evangelical Lutheran Church
1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____ Date of Birth: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____