

St Luke's Lutheran Church Nambour

Position Description: Parish Care Coordinator

BACKGROUND:

The outreach and ministry of St Luke's is owned by all members. Together we share the work of bringing Christ's message to our area, so we do not employ staff to 'do ministry for us' but rather to empower and encourage us for our shared ministry. In recent years St. Luke's has employed an office manager but as the congregation has evolved, we see a need more of a focus on caring for people and less need for administrative work.

POSITION OVERVIEW

The Care Coordinator's core purpose is relationships in three areas:

1. Care of people; ensuring those within and around us receive our care.
2. Managing relationships with the surrounding community and outside organizations.
3. Basic administration for healthy communication in our church.

Key Area	Roles
Care	Maintaining a list of those in need of care their supporters. Monitoring to ensure those in need have support. Liaising with pastoral carers in the congregation. Touching base with new contact to invite them into St Luke's.
Outside Links	Maintaining relationship and information flow with Graceville. Maintaining contact with Good Shepherd Congregation Witta. Assisting those hiring the hall with booking, fees, and keys. Maintaining hall booking calendar.
Admin For Communications	Volunteer support (many admin roles are done by volunteers). (weekly). Checking office email/phone and redirecting to the appropriate person (weekly) Checking PO Box and distributing mail (fortnightly). Ensuring Sunday offering and attendance are recorded (weekly). Some assistance to volunteers with admin like photocopying (approx. fortnightly). Monitoring blue card register, safe place policy, and copyright reporting (these are all maintained by capable volunteers, so the role is only monitoring and assisting them when needed). Assisting/publishing worship rosters for St Luke's (ongoing). Publishing regular newsletter (fortnightly or monthly to be decided).

WORK HOURS

This position is 8 hours per week. Allocation of hours is to be worked out with Pastor and Admin team although it is expected that this would entail a minimum of one regular 4 hour morning present in the office. The allocation of the other hours will be worked out with the Pastor and approved by St Luke's Admin Team.

SALARY

Employed at Level 1 pay point 3 under the LCA Lay Worker Salary and Conditions guidelines.

ACCOUNTABILITY

This position reports directly to the Pastor. Where pastor is not available the Admin Team chairperson may be reported to.

KEY RELATIONSHIPS

- Pastor
- Pastoral Carers
- Volunteers
- Graceville
- Hall Hirers

PERFORMANCE APPRAISALS

A review will be conducted by representatives of St Luke's Congregation at least every two years.

PERSONAL ATTRIBUTES

- Mature Christian faith and can express faith openly.
- Organisational ability.
- Ability to encourage others.
- Affirming the vision of St Luke's Congregation.
- Good inter-personal skills.
- Strong computer skills in Microsoft Word, Excel, Email, and excellent use of web-based systems.
- Enjoys teamwork.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Experience in congregational life.
- Understanding of dynamics of church life.
- A Blue Card from the Queensland Commission for Children and Young People and Child Guardian.
- Child Safe Training (may do this immediately once employed)
- Must be willing to sign the "*LCA Code of Conduct*" which includes a commitment to confidentiality.

OTHER EMPLOYMENT CONDITIONS

This position will commence with a trial period of four months. After this time a short review will be held.

The position will be reviewed and renewed every 2 years. If not reviewed the position remains current.