



MCM Ministry Coordinator

Position Description

The position of MCM Ministry Coordinator is a key position that connects members/friends with the resources of ManitoWOC Cooperative Ministry, and serves as bookkeeper, receptionist, and record keeper for the congregations. The MCM Ministry Coordinator is also the assistant to the MCM Office Administrator.

Job Class: Part-time (15 hours per week to be spread out over several days)

Compensation: \$13 per hour, paid every other week. Two weeks paid personal time off.

Line of authority: The MCM Ministry Coordinator reports to the MCM Office Administrator for day-to-day duties and ultimately to the MCM Head of Staff.

Directly Supervises: The MCM Ministry Coordinator does not oversee any other staff

Essential Functions

- General receptionist duties
- Communicate with members, committees, vendors, banks, and building user groups
- Prepare monthly Council/Session packets, financial reports, and minutes
- Coordinate Ministry Teams/Council/Session (scheduling, correspondence, minutes)
- Work with the Member Care Team on visitation, home communions, & communications
- Oversee churchwide calling teams
- Bookkeeping including check preparation and deposit recording using QuickBooks
- Coordinate payroll with approved accountant
- Maintain member/donor database and distribute giving statements using REALM
- Keep official church records and rolls
- Assist Pastor and Office Administrator as needed

Minimum Qualifications

- High School Diploma or equivalent
- Documented experience with accounting software, i.e. QuickBooks
- Documented experience with Windows and Microsoft Office suite
- Competent computer, internet, email, and phone skills
- Experience working in an office environment

Core Competencies

- **Technical Expertise:** Acquires and demonstrates the technical skills required.
- **Values:** Honors the values of MCM and consistently embodies appropriate behaviors by upholding the standards of the MCM which include hospitality, compassion, confidentiality, and honesty.

- **Interpersonal Skills:** Establishes and maintains professional relationships with all people: the congregations, other staff, volunteers, and guests.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches to tasks and needs.
- **Communication:** Responds effectively both orally and through written communications. Provides the information and response to inquiries in a timely fashion.
- **Personal Resilience:** Maintain a positive attitude under potentially stressful conditions.

Physical Requirements: The physical requirements described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Able to lift and carry 20lbs
- Able to traverse stairs while carrying items
- Able to climb step stools
- Able to sit for extended periods of time.