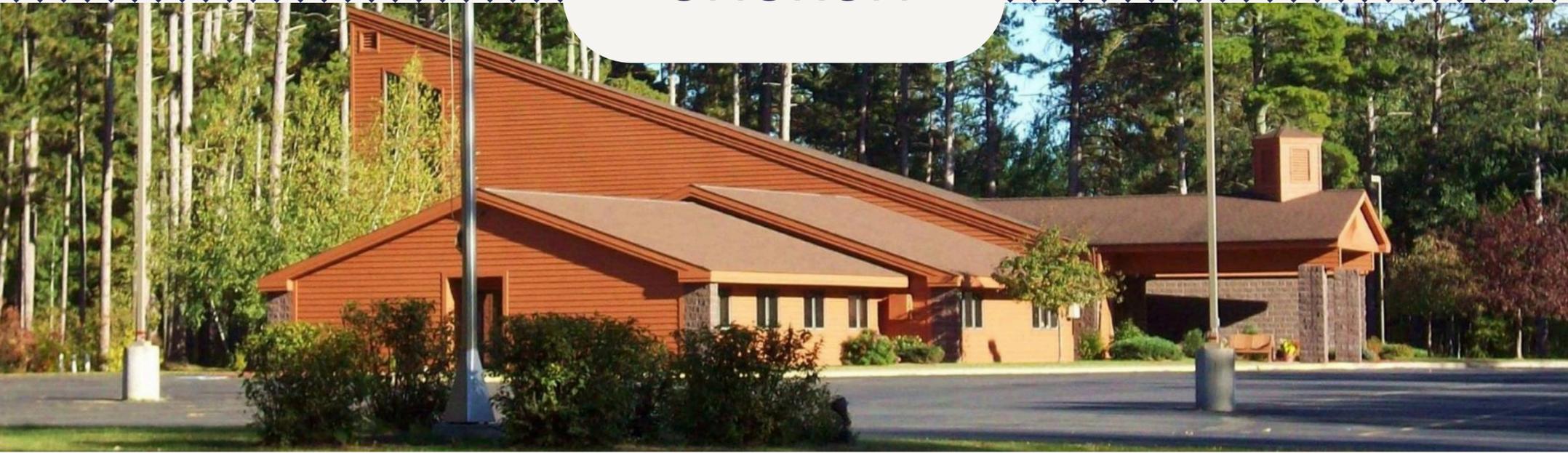


SALEM  
LUTHERAN  
CHURCH



# WE'RE HIRING

## Ministry Coordinator

Responsible for hospitality, operational leadership, ministry coordination and support of the life and mission of Salem Lutheran Church of Longville, MN

Job Description and Application can be picked up at Salem, or emailed upon request.

Return application with your resume by January 1, 2026

---

**Wage based on  
experience**

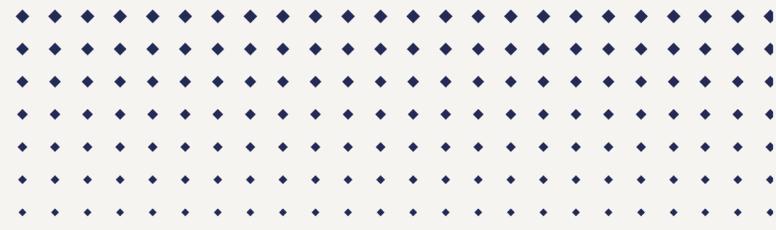
**Part time**  
position

**23 hours**  
per week

---

Salem Lutheran Church  
PO Box 136 | 1340 County Road 5 | Longville MN 56655  
218-363-2011 | salem@arvig.net | salemlongville.org





# SALEM LUTHERAN CHURCH



## Ministry Coordinator Position

**Salem's Ministry Coordinator is responsible for hospitality, operational leadership and ministry coordination and support of the life and mission of Salem Evangelical Lutheran Church of Longville MN. Responsibilities and Duties (Include the following and other duties as assigned)**

### Hospitality

- Provide and create an environment of hospitality, trust and inclusivity.
- Perform opening and closing procedures during regular office hours or as directed.
- Provide friendly, professional, and timely response to emails, phone calls, USPS mail, and in person requests or needs.
- Ensure signage and advertisement is up to date.
- Provide hospitality and set up rooms for meetings or events and ensure proper cleanup afterwards.
- Provide orientation to groups or individuals regarding building, lights, security, and pre and post event checklist.

### Communication

- Receive and relay prayer requests to Prayer Chain and promptly notify the pastor.
- Collaborate with the Design Team, to produce, publish and distribute content and information in a timely manner including but not limited to Salem's newsletter and mass emails.
- Manage Salem's Facebook account, website, and social media content.

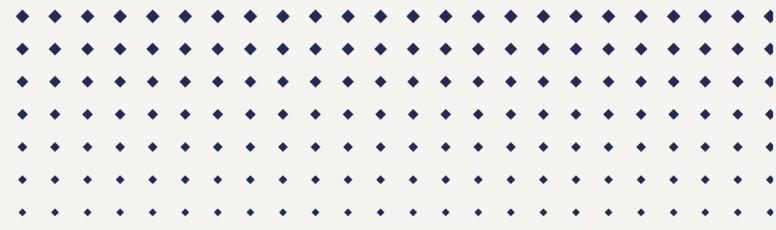
### Volunteer and Ministry Team Resource Management

- Be publicly affirming of Salem's ministry and mission.
- Work with Ministry Teams to create and implement volunteer engagement programs.
- Assist in integrating new and inactive members.
- Collaborate with ministry teams to execute special ministry events (such as Sock Drive, LWR School Kits, VBS, etc.) with the goal of increasing community engagement and meeting identified needs.

### General Administrative

- Pick up mail from the post office, assess needs, and distribute in a timely manner.
- Manage communications on behalf of Salem in a respectful manner - including email, social media, phone, walk-ins, USPS mail, etc.
- Maintain policies, procedures, church documents, annual reports and similar items.
- Prepare and maintain membership records, mailing lists and church roster including:
- Collaborate with the pastor to prepare worship materials.
- Manage, archive and distribute Servant Leadership Council and Ministry Team Minutes and Agendas.
- Prepare Salem Annual Meeting Report for publication and distribution.
- Prepare and submit parochial reports to NEMN Synod.
- Submit periodic reports to copyright administrators.
- Maintain church security system.
- Oversee church master calendar and room or space reservations.
- Oversee Facility and Equipment Use Forms and items related to needs of events.





# SALEM LUTHERAN CHURCH



## Ministry Coordinator Position Continued:

### Purchasing

- Compare prices to ensure best value practices when ordering church supplies.
- Ensure compliance with Salem Financial Policies and Procedures are followed (such as Expense Pre-Authorization Procedures and Forms) for all members and Ministry Teams.
- Maintain office supplies.
- Order church supplies as directed.

### Technical Skills and Qualifications

- Excellent multitasking and time management skills.
- Ability to apply critical thinking and problem-solving skills.
- High level of interpersonal and communication skills.
- High integrity and proven ability to maintain discretion and confidentiality.
- Operate and maintain the following equipment
  - Copier/Scanner
  - Printer
  - Phone System
  - Security System
  - Computer Systems including regular data back-ups

### Hours

- 23 hours a week

### Benefits

- It is Salem's policy to compensate eligible employees for a specified number of hours annual for time not worked.

### Wage

- Hourly wage based on experience and responsibilities.

### Review Process

- Annually with Salem's Pastor and council president
- Semi-annually with Salem's Pastor

