

FIRST LUTHERAN CHURCH POSITION DESCRIPTION

Masterpiece Ministry Coordinator

Position Summary:

The Masterpiece Ministry Coordinator directs the planning, curriculum preparation, scheduling and volunteer coordination for FLC's ministry with people who have intellectual disabilities. The Coordinator serves as an advocate for the Masterpiece Ministry in the congregation and the community. This is a part-time position of 5-6 hours per week.

The Masterpiece Ministry Coordinator works with the Youth, Family and Education Board, Masterpiece Strategy Team, Children and Family Ministry Coordinator, the Pastor, and other staff to develop and implement programs among people of all ages with intellectual disabilities, in our congregation and community. The ultimate goal is to integrate participants into the life of the First Lutheran Church Community, nourishing their personal faith to the fullest, and honoring them as beloved and valued children of God.

Specific Responsibilities:

1. Work with the Masterpiece Strategy Team to develop and implement educational and social programming with Masterpiece participants.
2. Coordinate volunteer team and give leadership to planned activities and events.
3. Build mutually supportive relationships with parents/guardians of Masterpiece participants.
4. Regularly evaluate the effectiveness of ministry activities in meeting the needs of participants and their families.
5. Communicate the mission and activities of the Masterpiece Ministry to community organizations and others who work with individuals and families of those with intellectual disabilities.
6. Advocate for the full inclusion of participants and seek ways to integrate them into the life of the congregation.

Key Competencies

- Good verbal and written communication skills
- Special Education training or experience in related field preferred
- Strong organizing skills
- Relational: Relates well to all kinds of people, builds effective relationships, and thrives in a supportive team-based environment.
- Spiritual Integrity: Commitment to First Lutheran's vision and mission. Collaborative and supportive of ministry staff and congregational members.

Accountability:

The Masterpiece Ministry Coordinator is accountable to the Lead Pastor.