

Coordinator of Volunteer and Care Ministry

Lutheran Church of the Resurrection

322 Ohio Street, Racine, WI

Position Summary

Resurrection is a vibrant, Christ-centered community seeking a **Coordinator of Volunteer and Care Ministry** to help us live out our mission of loving God, loving people, and serving the world. This person will be the central connector for volunteer engagement and care ministry—linking people, resources, and opportunities so that all can participate in God’s work through Resurrection.

Hours & Reporting

- **Part-Time:** 15–20 hours/week
 - **Reports to:** Pastor Ryan Gerlach
 - **Schedule:** Flexible hours, with some evenings/weekends for special events
 - **Compensation:** \$20/hour with 2 weeks paid time off based on average work week.
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Key Responsibilities

Volunteer Coordination

- Serve as the coordinator for all volunteer-related questions, sign-ups, and opportunities in partnership with the Resurrection Ministry Leads.
- Work alongside ministry and team leads to match people’s gifts with ministry needs.
- Maintain a current database of volunteer roles, schedules, and contact information.
- Support recruitment, onboarding, and appreciation of volunteers.
- Lead the strong communication and connection of volunteers:
 - Act as a bridge between team leads, ministry leaders, and staff, ensuring clear and timely communication.
 - Promote upcoming events and service opportunities through church communication channels.
 - Help coordinate logistics for special events in collaboration with pastors, worship leaders, and ministry teams.

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- Aid in supporting new programing needs:
 - Support new programing for future ministry growth opportunities.
 - Collaborate with pastors and worship leaders for seasonal and special event planning.
 - Commit to ongoing personal and professional faith formation.
- Attend staff meetings when available to foster alignment and teamwork.

Care Ministry

- Coordinate and equip our **Visiting Angels Care Team** to visit and support homebound members.
- Occasionally participate in home visits and pastoral care, as needed.
- Maintain a confidential list of those receiving care and communicate updates to the pastoral team.
- Initiate and coordinate on-going communication with homebound members to help them feel informed and a part of the church congregation.

Qualifications

- Experience in church leadership, volunteer management, or care ministry preferred (not required).
- Strong organizational, relational, and communication skills.
- Ability to maintain confidentiality and compassion in all interactions.
- Comfortable with basic technology, email, and communication tools.
- A heart for ministry and a willingness to learn and grow.

How to Apply

Applications can be requested from church office and should be submitted to Pastor Ryan at pastorryan@lccracine.org.