

*Position Description*

# Giving Ministry Coordinator

St. Paul Lutheran Church, Davenport, Iowa

**Individual:** **Employment:** 4 months part-time work  
October 1 – January 31  
Approximately 15 hrs/wk

**Reports to:** Senior Pastor

**Position Objective:** To plan, coordinate, and implement the annual financial pledge commitment effort of the congregation

**Core Competencies:**

- Good organizational and leadership skills
- Deep sense of confidentiality
- Ability to prepare periodic written communications that inform and inspire
- Work easily with the church database
- Knowledge and love of the church's entire ministry
- Recognizes how each member participates in that ministry
- Ability to work with a stewardship team in coordinating follow-up calling

**Essential Responsibilities:**

- Help foster a spirit of congregational gratitude, giving commitment, and discipleship, working closely with the senior pastor, business office, and others
- Plan and oversee the process of financial pledging
- Work with the communication staff to express a year-round spirit that inspires and shapes stewardship commitment
- Work with the senior pastor and business manager on pledge record particulars, lists of household giving, responses to online givers, and strategies for follow-up
- Organize and lead the early December phone bank, and assist with recruiting callers
- Make ministry-based phone calls in early January to those who have yet to pledge
- Administer the small stewardship budget
- Develop self as a trusted leader in growing St. Paul's culture of generosity
- Participate actively in as many staff meetings as reasonable during the four months

**Desired Characteristics:**

- Confidentiality
- Active Christian faith
- Respect for privacy
- Flexibility
- Self-starter
- Optimism
- Team player
- Computer proficiency
- Detail oriented