

## Christian Growth Associate

Job Family:	Christian Growth	FLSA:	Exempt/Non-Exempt
Salary Grade:	Hourly/Salary	Type:	Full-time/Part-Time
Reports to:	Faith Formation Pastor/Senior Pastor	Status:	Non-rostered/Rostered

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This position is responsible and dedicated to the church and school at Trinity Lutheran, Utica. It will be the desire of this person to see that their ministry glorifies the name of Jesus Christ through word and action. As a member of the team, this person will use their gifts as a means of equipping others, that all might be better involved in doing the work of the ministry.

**Position Description:** Direct the programs designed to welcome people into the Trinity family through the membership process and assist with administration and coordination of other events that center around and support membership (i.e. contact for on-site bible study and small group leaders, maintain bible study library, volunteer recognition and other misc. activities). This role will also be responsible for women's ministry bible studies and event coordination.

**New Member Class Administration:** Own and administer the full new membership classes held three times a year from planning phase thru to completion.

### Responsibilities:

- Oversee and Assist Church Receptionist and follow up weekly to in person and online first time visitor and frequent visitor attendance (use communication cards and online check in system for follow up information)
- Immediate follow-up with individuals who express interest in membership and Trinity
  - Send letter, email, or call with information about membership and Trinity
  - Invite to New Member Class
  - Respond to all inquires on next steps in membership and activities at Trinity
- Develop, coordinate, assist with teaching and schedule the New Member classes held three times per year
  - Coordinate calendar with pastors and lay instructors
  - Schedule room reservations
  - Send invitations to prospective new members
  - Order Bibles and Catechisms – request grant from the Trinity Foundation
  - Host classes
  - Establish direct communication and relationship with people who attend classes
  - Coordinate the tuition and commitment with the Financial and School offices for new members upon registration
  - Follow up with new members
  - Conduct Introduction and Orientation Classes
  - Evaluate best practices for membership pathway and adjust as needed to ensure success
- Develop Online Membership Platform in addition to in person.
- Create & Manage Scope and Sequence for discipleship path with Faith Formation and Sr. Pastor.
  - Help facilitate the connection of school community with Trinity
- Promote membership at Trinity using variety of methods, including attending open houses with School two or more times a year.
- Facilitate and host the New Member reception for each class coming into membership
- Prepare new member certificates
- Enter data for each individual into the membership system

- Collect and distribute names of the new members who are interested in volunteering to ministry leaders
- Responsible for membership transfers to Trinity from other LCMS congregations
  - Contact congregation to inquire about the individual's membership status
  - Send correspondence welcoming the individual and coordinate a New Member Orientation session
  - Schedule dates for worship services to welcome the new member transfers
  - Process paperwork for individuals who request their membership transferred to another LCMS congregation.
  - Process paperwork for individuals who request that they be released from membership to join a church of a different denomination.
- Oversee follow up with each new member four times throughout the year ( Church Receptionist to help)
- Help with online/video welcome to worship and announcement videos, putting content online and sending out video messages to continue to build relationships with online and in person participants of worship, new member classes etc.

**Adult Bible Study & Small Group Assistant:** Serve as a point contact, and resource to volunteer instructors for the Trinity supported adult bible study classes held on a quarterly basis.

**Responsibilities:**

- Align Current programs with overall discipleship pathway and assist leaders in selecting study materials as needed.
- Coordinate staff-led classes and Bible study options outside of pastor-led-studies.
  - Include online studies, podcasts, and texting services.
    - Serve as a resource for curriculum leaders.
- Upload and update online information as necessary for Bible studies (in-person and online)
- Help teach leaders how to use technology as needed.
- Connect members to Bible studies as well as new and existing small groups as requested.
- Collaborate with board on sign-ups.
- Serve as a point contact for instructors for non-pastoral led, onsite bible studies and online bible studies
- Help instructors learn how to publicize classes (whether in print, email, website or through pre-recorded videos etc.) ; registrations or assist with the task (with the help of the Communications Director)
- Help instructors reserve rooms as requested and make sure attendance is recorded, tracked and follow-up messages sent.
- Periodically check to ensure website is up to date with correct study info and if it isn't, let the Family Life Pastor or Director of Communications know.
- Assist with connecting adult education to family ministry (i.e. marriage retreat, demographic based seminars).
- Assist Board with creating & distribution of promotional materials for small groups.
- Assist Board with selection and revision of learning materials.
- Assist with the creation of fellowship opportunities for members and guests (Connect Groups).

**Women's Ministry Coordinator Responsibilities:**

- Coordinate, schedule and plan Women's bible study's and special events
  - Collaborate with Family Ministry Associate on Mom-specific studies and events.
- Ex-Officio member of both the Family Life and Christian Growth Boards as requested
- Make room reservations are made as well as custodian requests and event planning checklist complete etc.
- Responsible for marketing, advertising and registration for all women's events (production of online videos and in print, email, texts, and website publications etc.)
  - Create and maintain monthly Women's Ministry Newsletter
- Provide staff support for all areas of Women's Ministry

**Miscellaneous Responsibilities:**

- Oversee and coordinate Volunteer Recognition on an annual basis
- Backup church receptionist for lunch breaks, meeting breaks or when out of the office
- Responsible for the Guest Welcome Bags – request grant from Trinity Foundation, order supplies, assemble bags, maintain Welcome area
- Provide electronic updates to the Christian Growth Board Chairperson as it relates to program updates (Baptism, New Members, and Volunteer Recognition Sunday etc.)

**Minimum Requirements and Qualifications:**

- Bachelor's Degree, preferred in either ministry or other related field
- Prefer minimum of 3-5 years experience
- Training or other related field experience in church related ministry/administrative work
- Experience with planning and executing church events/programs
- Excellent written and oral communication skills, strong leadership and interpersonal skills, strong customer service, computer, and decision making skills are all required
- Proficient with on-camera communication, basic video creation, and running reports from an online membership tracking system for follow-up purposes
- Dynamic personality and able to easily connect with any and all kinds of God's people
- Ability to think strategically, provide direction and very organized
- Spiritual – Must be a professing Christian with a true calling and passion for ministry and a member of Trinity Lutheran Church
- Is able to witness and reflect Christ's Lordship in personal life
- A good steward of time, talents and treasure as a minister in this Christian congregation

Updated 6/8/26