

## **Shepherd of the Valley Job Description**

### ***Rooted, Growing and Reproducing Disciples***

<b>Position Title:</b>	Communication Coordinator
<b>Church:</b>	Shepherd of the Valley Lutheran Church, West Des Moines
<b>Conditions:</b>	Part time – TBD but no more than 20 hours per week
<b>Probationary Period:</b>	Three (3) months
<b>Salary:</b>	TBD
<b>Review Process:</b>	Role and Performance Review conducted annually

A. **Basic Role Description:** The position’s key role and purpose is to serve as the hub of communication and maintain the day to day administrative functions of Shepherd of the Valley Church office such as updating and maintaining church records, administrative support to staff, friendly and efficient ‘front of house’ service for the church and all enquiries.

1. Reporting: This position reports directly to our Senior Pastor, however, during the vacancy, the Director of Music, High School Youth & Administration will resume that role.

2. Statement of Key Activities:

- a. Communication: Electronic, social media and print
- b. Worship Bulletins: Compile information and prepare worship bulletins for weekly distribution.
- c. Maintain systems of safety & room reservation
- d. Maintain Church Calendars: Keep an up to date calendar of events so various functions and events are announced well in advance. (Outlook & Google Calendars)
- e. Publicity: Coordinate information and events to appropriate points of publicity (Facebook, Pre-service slides, Shepherd’s Corner, Congregational emails, Web site, mailings, etc.)
- f. Membership ACS/maintain files
- g. Maintenance of Office Equipment
- h. Secretarial Support to entire Staff
- i. General Housekeeping: Keep office neat and clean along with maintaining organization of the copy room and its supplies
- j. Volunteers: Coordinate volunteers for various tasks within the church

## **B. Competency Skills**

- a. Essential Skills, Knowledge and Criteria Applicants will be able to demonstrate evidence of the following fundamental requirements of this position:
  - i. Demonstrated evidence of Christian maturity and a personal walk with God
  - i. Commitment and loyalty to the vision, mission and goals of Shepherd of the Valley Lutheran Church
  - ii. Demonstrated experience in providing excellent people service.
  - iii. Demonstrate skill of confidentiality as appropriate.
  - iv. Demonstrated experience in completing a range of administrative tasks
  - v. An energetic level of communication and positive interpersonal skills including the ability to work as a part of a team oriented working environment and to mobilize others as part of a team culture
  - vi. Well-developed computer skills including demonstrated experience in the use of a range of Microsoft Office products (Word, Excel, Power Point, Publisher) and desktop publishing software to an intermediate level.
  - vii. Demonstrated competence in managing procedures, processes and resources
  - viii. Excellent time management skills and the ability to handle multiple tasks at once
  - ix. Ability to see the big picture and help connect all areas within the church together for peace and harmony
- b. Desirable Characteristics
  - i. Demonstrated ability to acquire knowledge and learn relevant new skills in short time frames
  - ii. Ability to adapt work practices to meet changing circumstances
  - iii. The knowledge of Word Press for our website is a plus but not required
  - iv. Prior experience with All Church Software (ACS) an advantage
  - v. Bilingual skills primarily with Spanish an appreciated skill

Interested parties should fill out the job application and either drop to the church office or send completed application electronically to our Christ Based Leadership President, Lucas Wardenburg, at [ljwardenburg@gmail.com](mailto:ljwardenburg@gmail.com).



# Shepherd of the Valley Lutheran Church—Missouri Synod

3900 Ashworth Road  
West Des Moines, IA 50265  
(515) 225-1623

## Employment Application

### Personal Information

First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_

Have you ever applied for employment with us?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, when?: \_\_\_\_\_

### Position Desired

Title: \_\_\_\_\_  
Desired Salary: \$ \_\_\_\_\_  
If you prefer to work in a different zip code than where you currently live, please indicate where you would like to be located below.  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Work Eligibility

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Are you available to work holidays? Yes: \_\_\_\_\_ No: \_\_\_\_\_

When will you be available to begin work? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Month/Year)

Are you 17 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \* Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have other special training or skills (additional spoken or written languages, machine operation experience, etc.)?

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When it comes to computer applications such as Microsoft Word, Excel, and Publisher do you feel your skills are that of a beginner, intermediate or a professional?

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How did you hear of our organization?

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\*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

### Availability

Days Available

Sun. \_\_\_\_ Mon. \_\_\_\_ Tues. \_\_\_\_ Wed. \_\_\_\_ Th. \_\_\_\_ Fri. \_\_\_\_ Sat. \_\_\_\_

Total Hours Available: \_\_\_\_ Hours Available: from \_\_\_\_ to \_\_\_\_

### Education

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_

Did You Graduate? Yes: \_\_\_\_ No: \_\_\_\_ Degree: \_\_\_\_\_

### Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

#### Position #1

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_ To: \_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_

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May we contact this employer? Yes: \_\_\_\_ No: \_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

#### Position #2

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_  
Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Weekly Pay: \_\_\_\_\_  
Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If not, why not? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

*Position #3*  
Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Weekly Pay: \_\_\_\_\_  
Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If not, why not? \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Conditions of Employment**

Shepherd of the Valley Lutheran Church sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement of the Transfer of Information**

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application,

whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Shepherd of the Valley Lutheran Church's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that Shepherd of the Valley Lutheran Church retains the same rights. No Shepherd of the Valley Lutheran Church representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_