

JOB DESCRIPTION

JOB TITLE: Minister for Engagement	NAME OF PERSON CURRENTLY FILLING POSITION	<input type="checkbox"/> x CLERGY or <input type="checkbox"/> NON-CLERGY
HIRE DATE	<input type="checkbox"/> part-time: __ hours <input checked="" type="checkbox"/> full-time	UPDATED: 07/31/18
REPORTS TO: Name: Rev. John Romig Title: Senior Pastor		
VACATION/YEAR negotiable	SALARY or HOURLY: Salary Negotiable	\$
<p>PURPOSE (Include <i>primary accomplishments, products, and services, who</i> benefits from them and <i>how</i>.) The Minister for Engagement leads and provides strategic direction for GRCC's ministry to members and guests for group development and connecting them to opportunities for service, missions, worship and growth as a part of the GRCC pastoral and ministry team. The Minister for Engagement works in partnership with the Senior Pastor to provide direction, pastoral care, preaching and faith development opportunities for GRCC.</p>		
<p>ESSENTIAL DUTIES The Minister for Engagement will work with the senior pastor, staff and church leadership to plan, resource, implement and coordinate the following:</p> <ol style="list-style-type: none"> 1. Responsible for managing creative output for connecting and engaging members and friends in the mission and vision of GRCC by providing program direction from the concept to planning, organization, resourcing and implementation phases. 2. Responsible for program direction and collaboratively working with existing and new volunteers, church leadership, small groups, ministry teams, and community partners, that connect and engage GRCC in ministries of outreach, mission and service fostering outreach, social connections and evangelistic growth 3. Create a Leadership Development Pipeline that begins with the recruitment, onboarding and training of volunteers for service in the mission and vision of GRCC. 4. Recruit, train and support the leaders and volunteers to resource and implement regular programs and special events. 5. Provide program direction (planning, organization and implementation) for engaging GRCC on mission trips annually. 6. Support, implement and provide training for GRCC's Discipleship Path. 7. Facilitate communication with members, friends and families involved in GRCC ministry using current and relevant multi-media channels. 8. Coordinate with ministry staff for ways to tell GRCC's story and the impact of a person's connected and engaged life, during worship services and or events. 9. Conduct timely team gatherings to develop short and long-term programming related to missions, outreach and service. 10. Observe the needs of our attendees both in the church and community and work with them to develop ministries, programs or groups as needed. 11. Look for opportunities to partner and foster relationships with ministry organizations both inside and outside the church. 12. Creatively and collaboratively support and plan with current and new ministry teams, with special emphasis on: Outreach, Under the Stars, Sports, SOTG, Greeters, Friends in Faith, Mentors, Discipleship Team, current circles, Deacons, and Christian Women's Ministries. 13. Participate in seasonal and weekly worship service leadership and preach one rotation per month. 14. Attend weekly staff meetings and monthly church board and cabinet meetings and provide written report. 		
<p>Additional Responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate and collaborate with pastoral staff and ministry staff on church ministries that overlap in program impact. 2. Stay knowledgeable in the changes of the greater church culture and in issues impacting church growth through regular research and attending continuing education opportunities. 3. Provide, as needed, private pastoral conversations with individuals and families on e.g. marriage, grief, addiction, matters of faith, baptism and so on. 4. As needed, nurture the congregation through phone calls, texts and visits whether in their homes, hospital, care centers, rehab, and assisted living in collaboration with GRCC's Share the Care Team. 5. Either solo or jointly conduct funerals, weddings, baptisms and baby dedications. 		

6. Work collaboratively, as needed, with the Senior Pastor to provide program direction for adult education classes, bible study groups, spiritual retreats and events within GRCC that have as their base a teaching and or faith development component.
7. Strive to create and maintain a culture in which members and friends see the church and their faith holistically with elements including worship, education, fellowship, service and intergenerational relationships.
8. Assist with the promotion and marketing of church activities to current and visiting attendees.
9. Attend and or assist with planning retreats and or events with the District and Regional expressions of the Disciples of Christ and the Canal Winchester & Lithopolis Ministerial Association members.
10. Update Church Windows with current member and visitor demographics as needed.
11. Other smaller tasks within the church can entail coordination of, or participation in: Hospitality Hour, Ushers, Deacons, Greeters, Visitors Desk, New Member packets, Memorial Day & Labor Day Sunday picnics, Ice Cream Social, Corn Roast, Pet Blessing & Fall Fun Festival, Meditation Garden Ministry, Circles, special worship services which occur annually, and bible studies.
12. Maintain time for personal Bible and Spiritual devotion.

MINIMUM REQUIREMENTS:

- a. This position is open to ordained applicants with at Masters of Divinity from an accredited seminary.
- b. Be available throughout the week or weekend during the day or early evenings, (Splitting the on-call, 24-7 availability with the Senior Pastor) to meet with church constituent groups and or attend church related events. The use of technology enables telecommuting (working remotely) and communicating with church groups, ministry staff and volunteers as long as it is deemed effective and appropriate by the senior pastor.
- c. Submit and pass a criminal background check and Regional Church Office screening.
- d. Demonstrate Proficiency in computer programs: Word, Excel, Publisher, and social media platforms: Instagram, Snapchat, Facebook, Twitter. Willingness and ability to learn: Church Windows, EasyWorship.
- e. Use of a smart-mobile device for texting and use of communication apps like GroupMe, Remind etc.
- f. Demonstrate a passion for ministry and the values, mission, vision and culture of Gender Road Christian Church.
- g. Flexible and comfortable in a dynamic, changing environment; able to accommodate the varying schedules of the ministerial staff.
- h. Ability to work both independently and in a team environment, always with a servant heart.
- i. Excellent communication skills, including proper grammar, spelling, and punctuation, as well as superior telephone etiquette.
- j. Demonstrated effective interpersonal skills in sensitive and confidential situations.
- k. Ability to prioritize work within a multi-tasking environment, maintaining task deadlines and due dates.
- l. Proven attention to detail and superior coordination skills.
- m. Proven ability to make effective and timely decisions, anticipate next steps, take initiative, exercise discretion and sound judgment, work collaboratively with all levels of the church, and see issues through to resolution.
- n. Ability to conduct him/herself in a professional manner at all times and maintain confidentiality in all church and congregational matters.

I have reviewed and determined that this job description accurately reflects the position.

Sr. Pastor or Personnel Rep signature Date

Employee signature Date

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