

Community of Christ

FIELD STAFF POSITION DESCRIPTION FORM

Position Title: Community Ministries Coordinator

Status: Full-Time

Mission Center: Prairie Bluffs

Classification: Executive Minister

This position is within the currently approved budget.

Grade: Field Specialist

Position Summary: Council Bluffs Central is embarking on an exciting new venture to dramatically impact the lives of the children in the community that we serve by providing extremely high quality, safe children/youth ministries as well as family ministries. The Community Ministries Coordinator will work in cooperation with the pastor, associate pastor and ministry leaders to enhance and expand current ministries and develop new ministries designed to meet this goal.

Work Experience: 3-5 Years

Education: Bachelor Degree

Qualifications Include:

1. Bachelors degree or equivalent
2. Passion for and testimony of Jesus Christ
3. Dynamic leadership and communication skills
4. Experienced in Youth Ministries leadership
5. Knowledge of or experience in community engagement (e.g. schools, social service organizations, healthcare organizations, etc.) as well as ecumenical work
6. Passion for Peace and Justice ministries
7. Self-starter
8. Committed to continuing education and spiritual growth including willness to attend Meads classes
9. Outreach oriented
10. Fundraising skills preferred
11. Community of Christ membership and Priesthood preferred
12. Attend Council Bluffs Central Congregation

Competencies and their descriptions are found at the end of this form.

Select 5-8 competencies – There are six options for each set of competencies.

Key Competencies Include:

(1-23): 1-Action Oriented

(1-23): 3-Approachability

(1-23): 10-Compassion

(1-23): 11-Composure

(1-23): 17-Decision Quality

(1-23): 21-Managing Diversity

(24-47): 29-Integrity and Trust

(24-47): 33-Listening

(24-47): 36-Motivating Others

(24-47): 39-Organizing

(24-47): 47-Planning

(24-47): None

(48 -68): 50-Priority Setting

(48 -68): 60-Building Effective Teams

(48 -68): 65-Managing Vision and Purpose

(48 -68): 65-Work/Life Balance

(48 -68): None

(48 -68): None

(204-271): 205-Scriptural/Theological Knowledge

(204-271): 206-Self Starter

(204-271): 207-Pastoral Care

(204-271): 209 Leadership Skills

(204-271): 215-Ministerial Focus

(204-271): 219-Developing Others

Primary Responsibilities Include:

1. Evaluation of current related ministries for effectiveness
2. Taking an active leadership/ministerial role in current ministries such as Pages for Peace (a reading program for first and second graders with an additional focus on Peace ministries), Time for Teens (an after school ministry for Jr./ Sr. High students incorporating spiritual growth, educational and recreational activities),

Community of Helping Hands (a ministry designed to provide an opportunity for elementary school aged youth to learn age appropriate life skills, crafts, bible study and peace and justice ministries through small group learning centers) and Solid Rock Café.

3. Implementing and coordinating new ministries already in the planning stage such as adult classes on topics like parenting, budgeting, resume' writing, AA, NA, GA, GED preparation, etc., a new worship geared towards youth and young adults and a focused peaceable community effort
4. Visioning new ways that the congregation can reach out to Council Bluffs' youth and make a positive impact on their lives
5. Seek new and maximize funding opportunities for all related ministries
6. Coordinate volunteer staff from the congregation and community
7. Liaison with community leaders in order to discern real needs in the community as well as seeking a cooperative effort with other churches and organizations
8. Liaison with funding entities including World Church, Corporate, and Private donors

Additional Comments:

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.