



Position Description

Date	6.6.19
Title	Chesapeake Bay Mission Center Invitation Minister
Education Requirements	Master's Degree-Seminary Preferred
Experience Required/Desired	3-5 Years
Immediate Supervisor	Northeast Field Apostle
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input type="checkbox"/> Part Time (under 20 hours per week)
Summary of Position	<p>Works with individuals, small groups, new expressions, and emerging and existing congregations in the Washington, D.C. metro area to support all phases of Seeker ministry, cultivate a culture of radical hospitality, create safe space, and journey with new disciples and leaders. Reports to the Field Apostle or their designate. Consults with the Chesapeake Bay Mission Center's Seekers Minister Advisory and Support Team. Based out of the Springfield, VA congregation but with the option of renting part of the parsonage in Washington, D.C. for housing. The focus on this ministry is not on any one congregation, but on the D.C. Metro area. This is a Mission Center position.</p>
Essential Functions	<ol style="list-style-type: none"> 1. Tasked with primary coordination and implementation of the church's outreach and invitation support ministries in the Washington DC metropolitan area (Springfield, VA, Laurel, MD and Washington, DC.) 2. Although available to all seekers, the specific focus of the position is outreach to and support of Latter-day Seekers. 3. Serve as primary resource for support and training to individuals and congregations to establish thriving Latter-day Seekers support ministries within the DC metropolitan area. 4. Equip Washington DC metropolitan congregations to welcome Latter-day Seekers. 5. Establish and chair a Latter-day Seekers Team to support congregational and emerging group efforts. 6. Promote full integration of Latter-day Seekers in mission center and world church activities, including reunion, camping experiences, and conferences.

	<ol style="list-style-type: none"> 7. Network with Borderland communities like Sunstone and Affirmation. 8. Identify and train new leadership with an intentional focus on new members. 9. Maintain Latter-day Seeker and other contact records complete with current level of interest. 10. Oversee education of Latter-day Seekers, new member lessons, "Sunday" classes, and spiritual, disciple, and leadership formation. 11. Plan and manage projects involving missionary outreach, service, and fellowship. 12. Facilitate Community of Christ participation and presence in local and community activities and events that uphold the worth of all persons and promote peace. 13. Identify and establish locations for gatherings of new groups and emerging ministries. Maintain compliance with church policy and risk management. 14. Manage communications to ensure activities are well advertised. 15. Use social media (Facebook, Instagram, Twitter, etc.) to connect with Seekers, advertise events, promote efforts of ministry and connect to like-minded groups.
Competencies/Skills)	<p>Communication Skills</p> <ul style="list-style-type: none"> • Compassion & Empathy • Active Listening • Political Savvy • Social Media Marketing <p>Ethical Leadership Skills</p> <ul style="list-style-type: none"> • Decision Making • Building Effective Teams • Action Oriented • Developing Others • Motivating Others • Managing Diversity <p>Ministerial Skills</p> <ul style="list-style-type: none"> • Ministerial Courage and Innovation • Scriptural/Theological Knowledge • Preaching and Presenting • Conflict Management
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Duties	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
Registered Youth Worker	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
Grade	<p>Tier 2 Minister</p>
Ministerial Status	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Overtime Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt



Community of Christ

This job description is approved by the following:

Printed Name	Signature	Date
Immediate Supervisor Lachlan Mackay	<i>Lachlan Mackay</i>	6.7.19
Apostle or Director Lachlan Mackay	<i>Lachlan Mackay</i>	6.7.19
Director, Human Resource Ministries Matt Frizzell	<i>Matthew J. Frizzell</i>	6-10-19
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		