

Job Description
Ministry and Outreach Coordinator
Part-Time Position

Overview:

This 25-30 hour per week position provides administrative support and coordination for existing ministries in the church. This position also helps develop new volunteers, ministries, and outreach opportunities to reach the unchurched.

Qualifications:

1. Is committed to the Mennonite Confession of Faith, and to CMF's Mission Statement and Core Values
2. Is willing to become a participating member of CMF
3. Demonstrates spiritual, relational, and personal maturity, with spiritual gifts that are appropriate for the position (ex: leadership, shepherding, administration)
4. Has successful experience working with/ leading teams of volunteers, with demonstrated skills in Organization, Planning, Implementation, Communication, and Motivation.
5. Proficient in Technology including as a communication, ministry, and outreach tool.
6. Maintains current child abuse, criminal and FBI clearances on file in the church office, and has fulfilled all requirements and training per CMF policy and PA state law

Responsibilities:

1. Serves as coordinator of the Ministry Teams (except those led by current staff such as Children and Youth Ministries) which includes Fellowship, Missions, Outreach, Building and Property, Little Lambs Preschool, and Finance.
 - a. Provides consistent care for Ministry Team members
 - i. Meets regularly with ministry leaders to provide assistance and encouragement
 - ii. Supports ministry leaders in the process of setting ministry vision, goals, plans, and strategies
 - iii. Coordinates training opportunities to address needs of ministries
 - iv. Provides support for transitional leadership teams as needed
 - v. Works with leaders to submit an annual ministry budget to the Finance Commission
 - b. Schedules, composes agenda for, and leads meetings of the Ministry Team
2. Serve as the liaison for community outreach opportunities
3. Enables individuals within the congregation to recognize and utilize their spiritual giftings
 - a. Raises up new volunteers and connects them with ministry opportunities
 - b. Mentors and trains individuals in servant leadership skills
 - c. Works with Ministry leaders in identifying areas for growth
4. Oversees the Child Abuse Clearance process
5. Participates in the leadership structure of CMF including, Leadership Team, Administration Team, and staff team meetings
6. Submits an annual ministry budget and approves all expenditures for the ministry

7. Communicates and meets regularly with the Senior Pastor, who will provide direct supervision
8. Engages in professional development including personal, spiritual, and job skill development

Accountability:

The Director of Congregational Ministries shall be directly responsible to God and to Jesus Christ, the rightful head of our Fellowship. Accountability to the congregation will be through the Senior Pastor, Personnel Committee, and the Administration Team. The Elder Team may be consulted on spiritual matters.

Approval for hiring for this position will be by the congregation.

Approved by congregation

Changes to this document must be approved by the Personnel Committee, Senior Pastor, Administration Team, and Elder Team.