**Serve Director**

**Christ Church United Methodist – a campus of the Gem City Church Collective**

**About The Gem City Church Collective:** The Christ Church Network is currently a family of 5 campuses whose mission is to build healthy congregations that transform lives and communities. The vision of the Collective is to intentionally plant, adopt and connect churches in order to connect the community to God. This is lived out within the local context where God has placed the campus. Each campus lives out ministry within the local context but enjoys the benefit of being connected to a larger family of churches that harnesses the collective power of multiple campuses.

**About Christ Church:** Christ Church is a 73-year-old congregation located in Kettering, a southern suburb of Dayton Ohio. Christ Church has planted 4 campuses over the last 13 years. It is located across the street from Kettering High School and 2 blocks away from Kettering Middle School. The mission is to *change lives through the transforming power of Christ* and the goal is for each person to learn how to love like Jesus every day, where they live, work and play. We currently partner with 21 different mission entities in the Dayton region and we have just launched a new food trailer ministry called Neighborfood whose goal is to reach people in the name of Jesus through the power of food.

**Job Title:**

Director of Serve Ministries

**Reports To:**

Lead Pastor

**Position Status:**

Full Time (40 Hours a week)

**Position Description:**

The Director of Serve Ministries must be a Christ-centered team player with the ability to lead and direct missions and outreach opportunities in a uniquely established and evolving multi-campus church setting. This person must possess strong interpersonal, organizational, and motivational skills. They should also be a self-starter, a lifelong learner with a high level of emotional intelligence and humility. They must be equipped with a working knowledge of event planning, program management, and communication. They must be able to meet people where they are in life; communicating with numerous and diverse groups.

**Major responsibilities and duties:**

* Connect with congregation members on Sunday morning and during the week.
* Recruit, identify, train, and coach leaders in serve areas.
* Create easy onramps that connect individuals and small groups into serve opportunities. Work with existing teams and build new teams.
* Develop a deep understanding of the organizations that Christ Church partners with as well as understanding the emerging needs of the community. Be able to promote Christ Church serve partnerships with local nonprofits, civic groups and municipalities.
* Build relationships with local government, community groups, mission organizations, and individuals to better understand community dynamics and needs.
* Track, report and celebrate serve ministry wins. (IE. Volunteers, those served, collections etc.)
* Maintain relationship with and regularly review international, national, and local ministry partners.
* Prepare and execute the annual budget and yearly calendar for all serve and outreach events.
* Communicate with and when appropriate assist Christ Church members and those from the surrounding community going through difficult times of financial, personal, or emotional crisis.
* Plan and implement multiple serve and outreach events throughout the course of the year.
* Oversee Christ Church’s outreach by helping connect the church to the community.
* Oversee flagship ministry, NeighborFood, where Christ Church uses a food trailer as an attraction tool to get to know Kettering residents on the second and fourth Thursdays of each month. Provide ongoing recruitment and training of Christ Church teams who value building relationships with our Kettering neighbors (one neighborhood at a time). These teams plan, provide, prepare and serve food, engage in conversation, and cleanup afterward.
* Serve as a part of Pastor + leadership team.
* Serve as staff liaison to United Women of Faith for their events

**Qualifications needed for the position:**

* Profess a personal relationship with God through Jesus Christ.
* Exhibit good communication skills, including: writing, teaching, and listening.
* Manage time efficiently and effectively, with a strong emphasis on effective organizational and planning skills.
* Demonstrate an ability to build teams and provide leadership that encourages growth and improvement.
* Possess strong interpersonal skills including: compassion, sensitivity, and recognition of non-verbal communication in a conversation.
* Develop and maintain trusting relationships as well as being trustworthy.
* Exhibit leadership and mobilization skills.
* Demonstrate the ability to treat people in difficult and uncomfortable situations with dignity.
* Work independently and interdependently (team player).
* Display flexibility in dealing with change and seeing multiple perspectives.
* Demonstrate self-motivation, follow through and task completion.
* Show a sense of reliability and availability.
* Display a servant heart
* Be a member and involved at Christ Church
* Demonstrate a understanding of how the church fits in the community and how the church should be the hands and feet of Jesus.
* Display a passion for the community.

**Education & Experience:**

* Preferred: Bachelor’s degree in a ministry, or social work related field.
* Preferred: Two years plus of hands-on experience and track record of success in working with a serve ministry.
* Experience in recruiting, training and leading volunteers.