



Our Mission:

We strive to embody the hope and love of Jesus for all through service, worship, and companionship.

Position: Ministry Director of Community Ministry, Global Outreach, & OTR Campus (Full Time)

Reports to: Pastor of Community Ministry, Global Outreach & OTR Campus

Salary Range: \$50,000 - \$60,000

Application Deadline: Please submit resume and cover letter to Meredith Menius (mmenius@hpcumc.org) by **Thursday, May 21 at 12:00 pm.**

General Description

The Ministry Director of Community Ministry, Global Outreach & Over-the-Rhine (OTR) Campus is responsible for the management, implementation and day-to-day operations of Community Ministry, Global Outreach and OTR Campus initiatives. Working under the leadership of the Pastor of Community Ministry, Global Outreach & OTR Campus, and in collaboration with the Community Ministry, Global Outreach & OTR Campus Ministry Assistant, this role translates vision and strategy into effective, sustainable, and well-run ministries by managing programs, supervising volunteers, and ensuring excellence and alignment across all initiatives.

In this role, the Ministry Director helps cultivate a culture of welcome, dignity, justice and compassionate service, and supports the development of sustainable, relational, and justice-oriented ministry across both the Hyde Park and OTR Campuses, and within the Over-the-Rhine community.

The Ministry Director of Community Ministry, Global Outreach & OTR Campus will be a member of the Community Ministry, Global Outreach & OTR Campus Team and Program Staff and report to the Pastor of Community Ministry, Global Outreach & OTR Campus.

Staff Commitments

- Commitment to Christian faith
- Commitment to the mission of Hyde Park Community United Methodist Church
- Commitment to team ministry
- Commitment to excellence in all areas of responsibility

Responsibilities

Community Ministry and Global Outreach:

- Manage and implement Community Ministry and Global Outreach mission pathway and initiatives developed through the vision and strategy of the Pastor of Community Ministry and Global Outreach.
- Oversee the day-to-day operation of Community Ministry and Global Outreach initiatives, ensuring they are well-organized, well-staffed, and well-executed.
- Coordinate the planning, logistics, and on-site execution of Community Ministry initiatives in partnership with lay leaders (e.g. Super Serve Saturday, Rothenberg partnership, Love Thy Neighbor Project, Community Witness events, monthly donations, etc.).
- Use participant and partner feedback to recommend and implement improvements to ministry design, systems, and operations.
- Support the development and ongoing operation of justice-focused initiatives in collaboration with the Pastor and lay leadership.

- Manage the recruitment, scheduling, training, and support of volunteers serving in Community Ministry and Global Outreach.
- Supervise and collaborate with the Community Ministry and Global Outreach Ministry Assistant to ensure smooth registration, scheduling, communication, and ministry logistics.
- Implement the Community Ministry and Global Outreach communication plan developed by the Pastor of Community Ministry and Global Outreach, in coordination with the Director of Communication and the Community Ministry and Global Outreach & OTR Campus Ministry Assistant, including promoting upcoming opportunities and celebrating ministry impact.
- Track participation, program needs, and impact outcomes, and provide regular reports to the Pastor and appropriate leadership teams.
- Attend and actively participate in Community Ministry and Global Outreach Team meetings, providing program coordination and support and collaborating with the team in decisions related to partnerships, finances, mission trips, and ministry priorities.
- Manage the planning, coordination, and implementation of fundraising initiatives for global partnerships and special projects in collaboration with the Community Ministry and Global Outreach Team, and oversee implementation of dispersing funds.
- Manage program budgets and monitor expenditures for Community Ministry and Global Outreach, ensuring alignment with approved budgets and financial policies.
- Work with the Pastor of Global Outreach to plan, organize and implement intergenerational mission trips (at least annually) for the purpose of deepening relationships with our global mission partners.
- Work collaboratively with the Pastor of Community Ministry and Global Outreach and Assistant Director of Faith Formation for Children and Youth to guide the planning process of the annual youth Mission Trip.
- Provide day-to-day operational support for United Women in Faith (UWF) initiatives, assisting with planning, coordination, and implementation of programs and activities in collaboration with UWF leadership.
- Ensure that all volunteers in ministry are trained and following the Safer Sanctuaries Policy of HPCUMC.

Over-the-Rhine Campus:

- Provide day-to-day program management and operation for ministries and initiatives at the OTR Campus.
- Manage the planning, coordination, and on-site execution of programming related to the community laundromat, Found House emergency sheltering site, and OTR Campus community initiatives.
- Provide operational support for emerging ministries at the OTR Campus, helping move new initiatives from launch to stable, sustainable operation through managing timelines, logistics, staffing, and operational details.
- Coordinate volunteers, partnerships, and schedules to ensure consistent, high-quality ministry presence at the OTR Campus.
- Collaborate with the Pastor of the OTR Campus, Director of Operations, and other staff to ensure smooth operations, appropriate use of space, and alignment with church policies and procedures.
- Manage program budgets and monitor expenditures for the OTR Campus, ensuring alignment with approved budgets and financial policies.
- Oversee the operational implementation of grants and OTR Campus funding utilizing lay leadership.

Summer Impact:

- Serve as the primary on-site leader for Summer Impact, providing day-to-day oversight decision-making, group supervision, and program leadership while teams are on-site.
- Manage the planning, coordination, and implementation of Summer Impact in collaboration with the Pastor of Community Ministry, Global Outreach & OTR Campus and other staff.
- Implement an effective promotional campaign inviting teams from churches to participate in Summer Impact.
- Work with the Community Ministry, Global Outreach & OTR Campus Ministry Assistant to oversee

program logistics, schedules, housing, and on-site operations for Summer Impact teams and participants.

- Connect groups with local partners and help to schedule the week as needed for groups.
- Implement safety protocols and program policies for Summer Impact.
- Track participation, program outcomes, and operational needs, and assist in program evaluation and planning for future seasons.

Other duties as assigned.

Qualifications and Skills

- Bachelor Degree or relevant experience
- At least 3-5 years of ministry or nonprofit experience is preferred
- Demonstrated commitment for urban ministry, global partnerships, service, and justice
- Ability to articulate the mission and ministry of HPCUMC in a clear and concise manner
- Experience working directly with vulnerable populations, with an understanding of trauma-informed, culturally responsive, and equity-centered approaches
- Proven ability to communicate with multiple audiences
- Excellent organizational skills, attention to detail and accuracy and ability to manage multiple demands
- Demonstrated strategic thinking and the ability to translate the overall HPCUMC vision into actionable plans, taking ownership of implementation and operationalizing strategy through coordination, collaboration, and execution
- Proven leadership in ministry teams
- Proficient technology skills including, but not limited to Microsoft Office (Word, Excel, Powerpoint), Google Drive and Canva

Accountability

- Serve as a committed part of the Community Ministry, Global Outreach & OTR Campus Team, Program Staff, and Report to the Pastor of Community Ministry, Global Outreach & OTR Campus as noted in the Organization Chart.
- Work in alignment to the mission and values of HPCUMC & The United Methodist Church as outlined in the Strategic Plan, Inclusivity Statement, and Employee Handbook.
- Demonstrate commitment to team ministry including trust, engagement, commitment to plan of action, accountability, and achievement of collective goals/results.
- Demonstrate commitment to excellence in all areas of responsibility.