



800 Mercer Road, Butler, PA 16001

JOB DESCRIPTION

Director of Community Ministry

Full-Time Salary

About Us:

We are a Christian and Missionary Alliance Church with 1000+ in attendance. Our vision is to build a community of Christ followers who use their gifts to raise up and serve others within the Church and the Community. We are a team-oriented organization that allows each employee to serve in a collaborative manner, while playing a role in goal setting and decision making. We believe in the power of prayer for each other, our church, and our community. We strive toward accountability while setting high standards and encouraging teamwork with honest and open communication. Success is not achieved unless it is “our” success.

About the role:

The Director of Community Ministry leads the local outreach efforts of Community Alliance Church. The position reports to the Executive Pastor and will oversee the development of ministry vision and strategy for this area of ministry. Part of the strategy will result in the CAC community having diverse opportunities to use their spiritual gifts to impact the local community. Background clearances are required for this role.

Responsibilities:

- Working with the Executive Pastor, develop a clear vision and strategy for Community ministry at CAC. This vision will fit within the overall God-given ministry of CAC and will aid the CAC team and volunteers in accomplishing the overall vision of the church.
- On an ongoing basis, seek new partners who share our deep concern for the community and would fit well within CAC’s God-given vision.
- Lead regular “Community Team” meetings – this team is made up of volunteers who will assist in executing the ministry strategy in order to accomplish the vision.
- Oversee the “Community Rapid Response Team” – ensure coordination of all projects occurs. This will entail raising up and developing volunteers and giving them responsibility to lead specific projects and coordinate volunteers.
- Ensure there are a variety of opportunities and events for life groups, families, individuals, and larger church-wide groups to serve in our community – A few examples are CAC Summer Serve Day(s), youth/women/men specific projects. Some of these events and opportunities can be led by volunteers or other staff members.
- Plan and communicate regular “COLLECT” (item donations) and “CONNECT” (people to people relational) serving opportunities through our community partners.
- Work with key volunteer leaders to help in planning and promoting large church outreach events such as Venison Dinner and Car Cruises.

- Work with Director of Communications to inform congregation of upcoming opportunities and celebrate completed projects (social media, lobby TVs, print promos, Sunday announcements).
- Ensure there is a primary liaison for each Community Partner – This would mean either developing a volunteer leader to be the primary liaison, or serving as the primary liaison, Network of Hope Food Bank, Broad Street Elementary (BASD), Fishbone, Life Choices, New Haven Court and other future partnerships.
- Establish new, creative, intentional face-to-face community engagement opportunities in coordination with local partners and community team – Some possible examples include Blood Drive, Teacher Appreciation, Veteran’s Day Event, Christmas Toy Drive, Afghan Refugee Response, etc.
- Invite individuals to join a prayer team for Community Ministry and ask this group of people to pray regularly and for specific requests to ask God to move as he desires to bring about the accomplishment of the vision.
- If it is determined to be beneficial for the community and the accomplishment of the ministry’s vision, ensure planning and promotion of events which bring together like-minded community leaders and ministry leaders – For example a fall and spring “REFUEL” gathering for local community leaders could be held to build and maintain synergistic relationships with community-minded leaders outside our congregation.
- Meet with Executive Pastor weekly to discuss opportunities, challenges, and planning.
- Attend weekly “All-Staff Meeting” and prayer time on Monday mornings.
- Participate in Lead Team Meetings on Monday mornings.
- Other duties as assigned.

Qualifications:

- A strong team player.
- Committed to CAC’s Team Values and living out the team culture.
- Strong leadership skills displayed by leading teams, volunteers and participating in decision making at a Lead Team level in a church setting.
- 5+ years of experience in ministry leadership in church ministry.
- Capable of developing and equipping volunteers to lead events, teams, and, when appropriate, partnerships.
- Strong delegator who can develop others and give them opportunities to lead.
- Proven problem-solving skills while working in changing circumstances.
- Able to develop and plan projects and events which are scheduled well in advance and are completed on time.
- Highly organized and able to handle numerous details simultaneously.
- Ability to work unsupervised and ensure appropriate time management.
- Competent in delegating tasks to an administrative assistant.
- Willingness to pursue licensing and ordination with the C&MA is beneficial.
- Must agree with and adhere to Christian and Missionary Alliance theology.
- Excellent verbal and written communication skills.
- Bachelor’s degree in Bible or theology preferred.