

Ministry Coordinator for Community and Outreach

Affirmation I acknowledge that I am a part of a ministry team at Kirk in the Hills that seeks to serve God and God's people. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks. In my relationship with my coworkers, I commit to interact with them in a manner that reflects trust, caring, understanding, support and shared purpose.

Overview Provides important leadership and support, in conjunction with Session and Staff, to meet the congregation's Christian Formation, program and ministry goals. Serves as servant-leader within the staff and oversees/coordinates responsibilities and ministry in the areas of Children, Youth, Adult and Family Christian Formation.

FLSA Exempt; full-time

Essential Functions

The primary responsibility is to support and develop the Kirk's programs and new initiatives in the areas of community and outreach. Wider responsibilities include resourcing deacons, membership process, care givers, and service initiatives, together with the corresponding pastors.

Formal Areas of Responsibilities

- Deacons
 - Serve as an administrator for the program (create and produce letters, badges, binders, meeting packets, and other supportive materials).
 - Assist with advertising for all deacon events.
 - Support the deacons in their outreach (flower deliveries, Adopt-a-Family, Flu Shot clinic, birthday cards etc.)
- Membership
 - Establish a recruitment plan for welcoming and engaging new members.
 - Help to plan and run classes (produce binders, secure room, provide refreshments, etc.)
 - Aid in the production of welcome letters, brochures, and other supplies for the "Connect Station".
- Outreach
 - Assist in developing service endeavors with outside groups and agencies.
 - Develop and implement system for connecting members with outreach programming.
 - Serve as a resource the Associate Pastor for Mission
- Congregational Care
 - Resource the caregivers with designing and producing publications, organizing the work of their teams, and helping to connect people to the ministry as caregivers and receivers.

Assignments will require Sunday morning attendance once a month at minimum.