

## **Job Description**

### **Director of Congregational Ministries**

#### **Qualifications:**

1. Is committed to the Mennonite Confession of Faith, and to CMF's Mission Statement and Core Values
2. Is willing to become an active 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
  - a. Organization – is able to work with volunteer leaders on several projects simultaneously
  - b. Planning – is able to work with a team to investigate the best way(s) to reach ministry goals and assist them as they develop strategies and plans to achieve a desired goal
  - c. Implementation – is able to see a project/initiative through from start to finish, including post-evaluation
  - d. Communication – is able to communicate effectively with volunteers and other staff members
  - e. Motivation – is able to inspire volunteer leadership and equip people to do the work God has called them to do
5. 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
  - a. Provides consistent care for Ministry Team members
    - i. Meets regularly with individual volunteer ministry leaders to provide assistance and encouragement (including building and property and finance commissions)
    - ii. Supports ministry leaders in the process of setting ministry vision, goals, plans, and strategies
    - iii. Provides 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. Serves as a member of the Leadership Team
- 3. Attends and participates in the Administration Team meetings.
- 4. Serves as coordinator for church wide initiatives as determined by Elders Team and Ministry Team.
- 5. Oversees leadership growth in the congregation
  - 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
- 6. Enables individuals to recognize and utilize their spiritual giftings
- 7. Serves as coordinator for the Welcoming Process
- 8. Coordinates the Child Abuse Prevention training and clearance process
- 9. Submits an annual ministry budget and approves all expenditures for the ministry
- 10. Communicates and meets regularly with the Lead Pastor, who will provide direct supervision 11. Attends weekly staff meetings
- 12. Engages in training, study and other opportunities for growth in the areas of personal, spiritual, and job skill development
- 13. Supervises the Children's Ministry Director and The Director of Youth and Young Adult Ministries

**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 Administration Team under the oversight of the Lead Pastor.

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

Approved by congregation 1/14/07. Revised 6/13/15, 12/7/16, 10/2/19 and 11/20/19.

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