

## **Highlands Church Director of Community Engagement 11 hours/week Fall 2021**

### **Leadership Function**

- Paid Staff position 11hrs/week (with flexibility week to week/month to month)
- Supervised by a Co-Pastor and works closely with volunteers and staff members

### **Skills sets needed**

- Relational ministry approach: people and conversation skills
- Self-starter: Organized and efficient with consistent follow-through on details
- Strong written and verbal communications skills

### **Commitments to**

- A deepening relationship with Christ
- Prayer and the Community Covenant of Highlands Church
- The purpose, mission, vision, and ethos of Highlands Church

### **Ministry Focus**

Dedication to helping people get to know one another and find places of belonging.

### **Specific Responsibilities**

1. Relational/pastoral care: provide counsel, a listening ear, and time to people
2. For Sunday Mornings:
  - Volunteers! Recruit/support/manage/communicate with and train to welcome guests, host the connection center, serve communion, & donation collection.
  - Data Collection
  - Post on (and manage) FB Community Page
  - Supervise "Sunday Morning Hospitality Co-ordinator"
  - Plan "Coffee Talk" - facilitate conversation and recruit other facilitators
  - Initiate/organize Sunday lunches (off-budget funding available)
  - Ensure proper lock-up of the building - manage with Dir. of Ops.
3. Make more use of Diner: strategize with staff and volunteers
4. Staff meetings: Tuesday Meeting 11:30-1:30 2 times/month & occasional retreats
5. Meet with Supervisor once/month
6. Lead Highlands 101: Set dates, facilitate meetings, set up staffing & agenda, create a hospitable environment, acquire guest list, support folks getting registered.
7. Plan for new people's next connection points (lunches, events, "Highlands 201," consider small groups, and on and on as time allows).
8. Engage our neighbors, neighborhood association and FB page
9. Benevolence Fund: Manage decision making and communication for requests.
10. Offer *Well Beings* Classes led by Cindy Wells.
11. Assist in organizing, planning, and on-site pastoral support for mid-week classes Spring 2022 and moving forward

### **Salary and Benefits:**

PTO and paid holidays in accordance with the Highlands Church Employee Handbook plus up to 3 (consecutive) paid study days annually - coordinated with supervisor.