

THE NATIONAL PRESBYTERIAN CHURCH
DIRECTOR OF SERVE MINISTRIES

POSITION DESCRIPTION

The Director of Serve Ministries is a full-time, exempt position reporting to and supervised by the Executive Pastor. The Director of Serve Ministries is responsible for promoting all NPC Serve programs to the congregation, as well as leading the coordination and implementation of those programs. The Director is the primary staff member for the Serve Council and Committees, and a key liaison to mission partners.

ESSENTIAL FUNCTIONS

- A. Strategic Plan:** Facilitate the implementation of NPC's current Strategic Plan (presently 2014):
- a. Communicate NPC's mission vision and commitments in ways that engage the congregation, raise their awareness of NPC's mission identity, and galvanize participation.
 - b. Increase the number and diversity of NPC congregants who actively serve others as part of their lives of discipleship.
 - c. Design and oversee the implementation of education, evangelism and service activities that contribute to the congregation's spiritual formation and discernment of call to serve Jesus Christ in mission, within the congregation, the neighborhood, and the world.
- B. Relationships:**
- a. Congregation: Build relationships that facilitate mission among the entire congregation.
 - b. Volunteers: Personally recruit leaders for specific, critical roles.
 - c. Internal Partnerships: Partner with other ministries at NPC (e.g. Youth, Grow, the National Presbyterian School) to integrate mission into the life of the whole church. This will include serving as liaison between NPC's Race Task Force and Serve Ministries as new initiatives flow out of the work of the Race Task Force.
 - d. External Partnerships: Work with volunteers to understand and manage mission partner relationships. Participate in evaluating relationships with current and potential mission partners.
 - e. Staff: Participate in all-staff activities, such as monthly lunches, team building events, annual day retreat, etc.
- C. Events:**
- a. Take the lead staff role in planning, organizing, and implementing all-church service days, Mission Gifts, mission trips, mission partner visits, and the Serve component of other all-church events.
- D. Communication:**
- a. Prepare NPC's quarterly mission e-newsletter.
 - b. Improve the mission section of NPC's website, and keep all of the mission content on the website up to date.
 - c. Work with the Communications Director to promote Serve events in compelling ways.
- E. Organization:**
- a. Staff Committees: Serve as the primary staff person for Committees related to Serve ministry--currently the International Mission Committee and Local/National Mission Committee, as well as all teams associated with those committees. Develop close working relationships and a high degree of trust with all Committee chairs, team and project leaders.

- b. Serve Council: Support the ministry of the Serve Council by providing ideas, research, and documentation on mission-related work within the church and among our partners. Assist the Serve Council Chair in preparing agendas and meeting plans.
- c. Manage the Serve operating budget and designated funds. Create annual budget drafts in cooperation with Council and Committee Chairs. Oversee the tracking of the budget and disbursements to mission partners.

F. Worship Leadership and Teaching

- a. Participation in worship, prayers, classes or groups occasionally as requested by the pastoral team, to meet Serve’s goals and to develop a public presence in the congregation.

SCHEDULING AND OTHER NEEDS RELATED TO THIS POSITION

- A. This position requires a visible presence on Sundays in worship, in Serve activities, and in all-church activities, which often take place on evenings and weekends. An employee who can be flexible and accommodating in scheduling will be best suited to the position.
- B. This position will involve domestic and international travel. (See Physical Requirements section below.)

CORE COMPETENCIES

- A. Excellent organizational skills. This includes the ability to gather, organize, summarize, and communicate large amounts of information from different sources.
- B. Strong project management skills. This includes the ability to manage and track tasks for all phases of complex projects.
- C. Strong relational and management skills to mobilize volunteers. This includes the ability to recruit, train, and motivate volunteers.
- D. Strong event planning skills. This includes the ability to plan in advance, organize with attention to detail, and deliver large scale events.
- E. Strong communication skills. This includes giving polished presentations; confident, articulate meeting leadership; and good interpersonal skills, with an emphasis on building trust. Ability to read, write and speak well in English. Ability to draft letters, notes, documents, reports, and correspondence using appropriate grammar, spelling, and punctuation.
- F. Diplomatic skills. Ability to navigate a large, complex institution, balancing the needs of the whole with the advocacy of particular causes.
- G. Ability to work with diverse populations, both in the congregation and the wider community.
- H. Research skills. Ability to use the Internet, written materials, and interviews to understand and analyze various mission agencies and programs.
- I. Attitude of servant leadership. This includes having a warm, cheerful, welcoming manner befitting the grace and Christian hospitality we wish to show our members, guests, fellow staff and mission partners.
- J. Commitment to professionalism. This includes having high standards for oneself in all aspects of the work and in every deliverable in the program.
- K. Ability to work independently.
- L. Comfortable with Microsoft Office, Microsoft Outlook, Excel, Google Docs. Experience with MailChimp a plus.
- M. Willing and able to learn quickly.

QUALIFICATIONS

- A. Personal commitment to Jesus Christ and a passion to proclaim and embody the Gospel, while leading others to do the same. A heart for missions, both locally and globally.

- B. Commitment to understanding the NPC context and to building relationships within NPC; passion for facilitating its transformation into a more missional community.
- C. Active and joyful participation in NPC's worship life and community.
- D. Ability to sign and affirm NPC's Biblical Standards for Church Leaders.
- E. Bachelor's degree from a 4-year college or university is required.
- F. Experience working with local and/or global mission organizations is preferred.
- G. Experience working in a large church or non-profit environment is a plus.
- H. Experience coordinating projects and events and working with volunteers is desired.
- I. Ample emotional and spiritual "bandwidth" to focus on meeting the needs of others is required.

Note: This is not an ordained position. It could be a fit for someone exploring their sense of call to ministry.

PHYSICAL REQUIREMENTS

- A. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is required daily to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is required to daily carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 25 pounds. The employee is required to lead domestic and international mission trips of 1 to 2 weeks, which may involve strenuous physical labor and living conditions without air conditioning and other amenities.