

## **Director for Community Engagement and Intergenerational Ministry**

Clifton Presbyterian Church (CPC) is seeking a Director for Community Engagement and Intergenerational Ministry. The Director will have two primary responsibilities in the life of the church: Community Engagement, including leading CPC's New Ministry, *A Landing Place*; and Intergenerational Ministry.

We are seeking a passionate, thoughtful energetic leader whose enthusiasm is embodied in outreach and community building. The Director will be accepting of all and have a desire to nurture people with special needs and their families, as well as past experience working with people with special needs; and will have the skills to integrate more intergenerational relationships congregation wide.

The Director works under the supervision of the Pastor in all stated policies of the Church and to advance the overall mission of CPC. The duties of the Director require routine interaction with church neighbors; the members, families, and staff of *A Landing Place*; the Pastor; church staff, officers, and members.

### **Primary responsibilities**

#### 1a. Community Engagement

Continue CPC's efforts to build a welcoming and supporting relationship with the community

Work to be a good neighbor in the Clifton community

Expand relationships with local groups that connect us and further integrate CPC into the community

Create an atmosphere/space where all feel comfortable visiting the church

Coordinate with the Community Ministry to develop programs that fill needs in the Clifton area

#### 1b. Directly manage CPC's mission known as *A Landing Place*

Oversee a program for young adults with special needs who are looking for a community that provides a social club-like setting while also delivering a meaningful experience

Manage and train a staff that consists primarily of volunteers

Plan and execute the curriculum

Develop membership enrollment criteria

Meet with potential members/families

Nurture relationships with local entrepreneurs to facilitate involvement with the program

Network with programs offering similar services

2. Build a robust intergenerational ministry at CPC

Working with Family Ministry, develop innovative ways to share experiences, knowledge and interests across the generations in our church and, in so doing, enrich our faith-nurturing atmosphere.

Generate opportunities to further an environment at CPC that attracts people of all ages and abilities to participate in the life of the church

**Other responsibilities**

Participate and collaborate with other staff

Attend meetings as required and maintain supportive and creative relationships with other staff

Engage in the worship leadership activities of CPC

Other duties as assigned to support CPC ministry

**Minimum qualifications**

Bachelor's degree or equivalent ministry experience

Embody a "Joyful" spirit with the ability to connect with young adults with special needs

Love of teaching

Demonstrated ability to organize opportunities for missional engagement and formation

Demonstrated diplomacy and tact in sometimes challenging relationships/circumstances

Demonstrated ability to coordinate a network of volunteers, church leaders, and members

Demonstrated ability to collaborate and have good working relationships with others and work with people at all levels within the church community

Good listening and oral communication skills

The following physical demands are representative of those that must be met to perform the essential functions of this position: climb stairs, reach with arms and hands, stoop, kneel, or crouch; participate in sports or similar physical activities; carry items; and drive a vehicle.

### **Preferred qualifications**

Experience working with the special needs community

### **Benefits**

IRA - Employee has the option of participating in an employer matched simple IRA of up to 3% of salary

Vacation and paid holidays – 2 weeks of paid vacation to be approved by the Pastor. Paid holidays include: New Year's Day, Martin Luther King Jr. Birthday, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the following Friday, Christmas Day and the following day.

Bereavement Leave – Up to 2 weeks paid time off in the event of a spouse, child, sibling or parent.

Sick leave will be with the approval of the Pastor.

### **Health and Safety**

Comply with the Clifton Presbyterian Church's policies, including Anti-Racism policy, Buildings and Ground Use Policy, Child and Youth Protection Policy (which includes the requirement that there be at least two adults present), Harassment Prevention Policy, and Sexual Misconduct Policy.

Comply with all additional policies now in effect or adopted in the future. All present and future policies may be modified from time to time.

Ability to pass pre-employment background checks.

Completion of CPR and first aid courses prior to start date with renewals as indicated.

### **Termination of employment**

Employment continues until terminated by either the Employee or the Employer by giving a 14-day written notification to the other; however, termination for cause does not require a 14-day notification.

**To apply, please submit to: [newposition@cliftonpc.org](mailto:newposition@cliftonpc.org)**

Cover letter

Resume

List of 3 references