

Director of Community Engagement

Our Savior Lutheran Church and School - East Bay Campus

Job Summary

The Director of Community Engagement organizes and supports the daily operations of ministry at the Our Savior East Bay campus. These operations include youth and family development, volunteer support, campus support, and community outreach. In coordination with the East Bay Pastor, the Director of Community Engagement works to foster a dynamic environment in which intentional ministry can thrive. The Director of Community Engagement reports to the East Bay Pastor and Senior Pastor.

Job Responsibilities

Youth and Family Development

- Supports the youth and family ministry by developing programs and events that cater to the spiritual and social needs of youth and families within the church
 - o Plans, creates, and implements family ministry programs and events on a regular basis (game night, parent's night out, inflatable day, cookout, movie on the lawn, etc.)
 - o Assesses and evaluates program effectiveness, and utilizes information to plan future programs and events
- Researches and selects age-appropriate curriculum for youth, young adults, and families
 - o Researches and selects curriculum for kid's church
 - o Follows up throughout the year to fine-tune and adjust curriculum as needed based on personal observations and feedback from kid's church volunteers
 - o Researches and coordinates selection of family ministry curriculum with the pastoral team
 - o Follows up with family ministry small group(s) throughout the year to fine-tune and adjust curriculum as needed
- Keeps updated supply lists and ensures youth and family ministry areas are stocked and replenished prior to services and events
 - o Coordinates with the Administrative Coordinator to order and/or purchase necessary supplies while staying within a designated budget
 - o Prepares all materials (crafts, equipment, copies, furniture, etc.) needed for kid's church in advance of each Sunday
 - o Prepares all materials (crafts, equipment, copies, furniture, etc.) needed for family ministry in advance of each meeting
- Partners with the Living Love Early Childhood Center to create crossover opportunities between the church and school
 - o Engages with the students in the classroom on a weekly basis to create exposure
 - o Plans, creates, and implements outreach programs and/or events on a regular basis to meet families and invite them to church (donuts and coffee, etc.)
 - o Coordinates with the Pastor to implement creative programs to mix church and school interactions (adopt a student program, singing in church, etc.)

Volunteer Support

- Trains and oversees volunteer service teams (including worship, facilities, kids' church, and outreach)
 - o Recruits volunteers for service teams through personal invitation, service announcements, and bulletin announcements
 - o Trains volunteers in coordination with the Pastor for altar guild, communion assistants, greeters, ushers, kid's church, facility maintenance, and outreach
 - o Creates and maintains volunteer schedules for altar guild, communion assistants, greeters, ushers, and kid's church
- Coordinates with the Pastor to provide training, mentoring, and resources to small group leader volunteers
 - o Serves as a co-trainer in small group leader development

- Acts as a co-mentor for small group leaders by going over materials and lessons in advance of small group meetings
- Prepares all materials (crafts, equipment, copies, furniture, etc.) needed for small groups in advance of each meeting
- Coordinates volunteer background checks with the Business Manager
 - Walks volunteers through background checks for kid's church and other instances requiring a background check

Community Outreach

- Coordinates with the Pastor and volunteers to create ongoing, targeted outreach programs to the surrounding communities
 - Plans, creates, and implements outreach programs on a regular basis (events will vary based on direction of outreach)
 - Assesses and evaluates program effectiveness, and utilizes information to plan future programs and events
- Collaborates with community leaders and ministries regarding support of community projects and programs
 - Coordinates with Pastor to create community relationships/partnerships
 - Signs Our Savior up for community events to gain exposure and maintain relationships
 - Researches outreach opportunities and coordinates with Pastor to implement proposed plans

Campus Support

- Ensures that campus buildings and grounds are aesthetically pleasing, maintained, and in good working order
 - Performs a weekly walkthrough with the Pastor of the facilities and grounds, and creates a list of issues
 - Follows up on noted maintenance concerns with the Director of Facilities
 - Puts forth creative and cost-effective ways to beautify the campus, and requests a budget to do so when needed
 - Ensures facilities are unlocked and in working order for weekly services
- Works with the Director of Facilities to do monthly campus walk-throughs to identify areas needing maintenance and repair, and coordinates with appropriate parties to ensure work is completed
 - Walks with Director of Facilities monthly to ensure what has been addressed and what still needs to be addressed
 - Meets with contractors to receive estimates and open up facilities so work can be completed
 - Follows up with contractors and Director of Facilities to ensure contracted work is done correctly and on time
- Oversees the building rental process with outside groups and vendors
 - Creates and manages the building rental schedule, and informs the Pastor and Director of the Living Love Early Childhood Center of any issues
 - Ensures parties renting the facilities have proper access and information regarding set up and clean up
 - Advertises space to groups looking to hold events

Additional Responsibilities

- Performs other duties as assigned by the East Bay Pastor and/or Senior Pastor

Qualifications

Minimum Qualifications

- Must possess a high school diploma or GED
- Must be a member or become a member of Our Savior upon hire, and attend weekly worship services

Preferred Qualifications

- Bachelor's Degree in related field and/or educational training in Christian ministry
- Experience working in a Christian ministry setting, youth education, and/or volunteer capacity