



RESURRECTION LUTHERAN CHURCH POSITION DESCRIPTION

POSITION: Parttime Serve Director

REPORTS TO: Adult Ministry Pastor

POSITION PURPOSE:

To manage and strengthen the Serve ministry team and help the congregation take steps in their faith triangle by guiding and directing them to serving opportunities in a systematic yet personal way. The Serve ministry is the hands and feet of Jesus to our community and world, bringing the love and message of Jesus to those we serve. To shepherd the online community in the OUT of their Faith Triangle.

POSITION QUALIFICATIONS

- Commitment to God and to the Vision and Mission of Resurrection
- Commitment and passion for raising up leaders to do the ministry with your oversight, coaching, and deploying.
- Relates well to all kinds of people, builds effective relationships, and communicates effectively both interpersonally and corporately
- Passion working with others to serve others
- Commitment to building lay leader teams to lead and participate in Serve ministries
- Heart of mercy and passion for sharing the reason for our serving – Jesus Christ
- Excellent written and oral communication skills
- Committed to improvement, seeks constructive criticism, and understands strengths and weaknesses
- Proven ability to take projects from beginning to end
- Action-oriented and displays focus, passion, and initiative
- Takes appropriate action when something needs to be done
- Organized and able to manage multiple projects and multiple people
- Organized, creative thinker and highly productive, working in a fast-paced environment

POSITION RESPONSIBILITIES

- Grow our Serve ministry by strategic planning, building team leads and participants
- Contact point for ministry leaders within Serve:

- Train and equip ministry leaders giving them autonomy within riverbanks and frequent check in to ensure alignment
- Empower each serve team to meet monthly or bi-monthly as a team. Attend their meetings when your guidance is needed to encourage, problem solve, and brainstorm.
- Meet with all your team leaders quarterly for teaming, training and support.
- Utilize, update, and maximize Planning Center group information, tools online, and on the Church Center App
- Set and support goals for individual areas of Serve
- Call partners who are uncertain of areas available to serve and connect them with ministry leaders
- Shepherd our congregation in the OUT portion of their Faith Triangle.
 - Increase opportunities for partners to get involved to serve OUT.
 - Oversee the First Impressions Team
 - Oversee Connector Ministry as a next step into increasing engagement within the church
 - Be a contact point for volunteers:
 - Sunday morning and adult events personal contact
 - Well versed in all ministry areas volunteer opportunities
 - Receive, input and disseminate Join a Team cards into Planning Center Workflows for ministries
 - Monitor Join a Team Workflow cards
 - Call volunteers who are uncertain of areas available to serve
 - Train up congregation members to lead in all Serve ministries
- Develop and maintain Resurrection's relationships with Ministry Partners in the community both locally and abroad.
- Give oversight to Serve areas of influence so that growth through serving is achieved. Specific areas but not limited to:
 - Great River Area Faith in Action
 - Giving Tree in partnership with St. Henry' Catholic Church
 - Monticello Help Center
 - CentraCare Health Monticello
 - Ramas Vivas in the Dominican Republic
 - Rivers of Hope
 - SHARE program
 - Compassion Connection
- Work with and support other Ministry Directors and their program's OUT opportunities.
 - Collaborate Journey/Adult serve events and opportunities
 - Collaborate with Children and Youth ministry serve events and opportunities
- Guide all staff in employing Volunteer Rocket strategies for onboarding, training, supporting, and thanking partners within their ministries.
- Further develop/coordinate/train partners for local and global adult mission opportunities

- Other duties as assigned by the Adult Ministries Pastor or Lead Pastor

DESIRED RESULTS

- To assist Resurrection Lutheran Church in developing a ministry that is reflective of the congregation and its' theology
- To grow the congregation in service unto the Lord
- To grow a network lay leadership teams in all Serve ministries
- To meet or exceed the goals identified in Resurrection's Strategic Ministry Plan and yearly ministry goals

RESOURCES AND SUPPORT

- Staff
- Pastors
- Council
- Congregation

HOURS AND BENEFITS

- 20 hours per week
- This position requires working on Sundays with flexibility during the week to accommodate evening and weekend meetings, events, and services.
- Resurrection hosted education opportunities

