

**Community Ministry Coordinator
Position Description**

JOB TITLE: Community Ministry Coordinator

STATUS: Salaried/Full time
Eligible for benefits

REPORTING RELATIONSHIP: Director of Administration

EMPLOYEES SUPERVISED: Open Door Kitchen Assistant

POSITION OVERVIEW

The Coordinator is a member of the program staff who will coordinate primarily the Open Door ministries of Tabernacle Presbyterian Church. The Coordinator will also support and coordinate Tab Community Care with emphasis on our Open Door attendees as described below. Additionally, the Coordinator will work with key leaders of other Community Ministries such as Tab Tutoring, the Blessing Table, and Fresh Stop as they may require occasional resource guidance. The Coordinator should be knowledgeable of and develop relationships with other community organizations with similar missions as well as agencies which may be able to help address our Open Door guests' needs.

RESPONSIBILITIES (by ministry)

Open Door Ministry Café and kitchen

- Provide leadership for the daily operation of this ministry (including oversight of programming, policies, menus and supply inventory)
- Coordinate with food providers (ie: Second Helpings, caterer, etc.) and conform to policies to ensure continued food supply source.
- Prepare menu plan monthly to include discretionary supplements to food provider's offerings if necessary, such as, vegetables, higher quality rolls, bread, or fruit.
- Offer direction, encouragement and support to volunteer team leaders and team members - assist with recruiting, problem-solving, best practices, etc. as needed.
- Coordinate contracts and schedules with providers and with the church calendars and staffs
- Supervise the Open Door Kitchen Assistant, to include recruiting for the position when it is open
- Ensure applicable licenses and certificates are current
- Ensure cleanliness of kitchen
- Ensure compliance with Department of Health food safety and food handling requirements
- Develop authentic and compassionate relationships with the neighbors by being regularly present in the Café during hours of operation (Monday, Wednesday and Friday 11:00am – noon)
- Coordinate assistance for neighbors with Tab Community Care and/or Wednesday Tab blessing table.
- Assess the need for on-going security at Open Door, and work with supervision and the Missions Committee to provide for the security and safety of participants, as necessary.
- Assess common needs of Open Door guests and propose ways in which Tab might help address these needs. (examples might include homelessness, addictions, mental health issues, etc)

- Assure that the spiritual needs of Open Door guests are also being addressed. (eg: through Daily Devotions, volunteers sharing faith stories, etc.)
- Monitor Open Door budget and keep Missions Committee informed of status. Make recommendations for setting annual budget during the budgeting process.

Tab Community Care (TCC)

(note: The focus of TCC at this time is primarily on our Open Door guests)

- Maintain documentation and records of assistance interviews and outcomes
- Maintain Community Resource file
- Assist with special events such as Energy Assistance Application Workshop
- Develop policies for utility assistance and bus passes with guidance from the Associate Pastor and/or Mission elders
- Monitor TCC budget and keep Missions Committee informed of status. Make recommendations for setting annual budget during the budgeting process.

Tab Blessing Table

- Provide guidance and support to the ministry leader as requested
- Assist with quarterly collection events
- Coordinate the Blessing Table process within the Open Door Café and Community Care ministries

Tab Tutoring and Fresh Stop

- Provide support to ministry leaders as requested
- Serve as a liaison to the ministries for the Mission Committee and Associate Pastor

Community Collaboration-with approval and support of the Missions Committee for major initiatives

- Develop relationships with new and existing community partners
- Seek and collaborate with partners/congregations on opportunities to strengthen our community and grow God's kingdom
- Gather information, increase knowledge and make connections to help us know and love our neighbors
- Become/stay informed on community issues and concerns particularly those aligned with Tab's Vision and Mission Core Values
- Facilitate Tab's participation in collaborative community events as needed

Additional Responsibilities

- Attend weekly staff meetings
- Represent Open door and associated ministries in appropriate committees.
- Working with the Missions Committee, pursue initiatives to collaborate with other Tab ministries utilizing kitchen resources (eg: helping to host a dinner for Tab rec parents)

REQUIREMENTS/QUALIFICATIONS

- Committed follower of Jesus
- Heart for Tab's neighbors and Christ's mission in the world
- Compassionate and empathetic, exhibiting the fruits of the Spirit

- Socially and culturally aware of our neighbors' needs and concerns.
- Personable with strong communication skills – written and verbal, phone and virtual
- Calm presence, pastorally sensitive
- Organizing and planning skills
- Resourceful
- Self-motivated
- Knowledge of, and connections to agencies, ministries and other resources that may be needed by our guests.
- Ability to recruit, train, equip and encourage additional volunteers as needed
- Team Building mentality

ADA REQUIREMENTS

- Position requires physical stamina, may need to move around the building or events for several hours at a time.
- Ability to lift 20 lbs, basic kitchen equipment, as well as tables and chairs.

EDUCATION

Required: Bachelor's Degree with experience in social work, community-related not-for-profit experience, or compassion ministry leadership.

Preferred: Master's Degree in Social Work or Master of Divinity

Consideration will be given for appropriate experience in lieu of formal education.