

GOOD SHEPHERD LUTHERAN CHURCH
112 NORTH MAIN STREET
Pearl River, New York 10965
(bordering Rockland & Bergen Counties)

POSITION: PARISH PROGRAM DIRECTOR

Objectives:

- Build and Foster our Congregational and Community Relationships
 - Increase member participation
 - Grow member base
 - Be Visible
 - Assess leadership gaps and effectively implement education/training
- Nurture Leaders and Volunteers within congregational life and wider community
 - Ensure committee goals align with 2020 Vision
 - Go Public
- Develop Communications protocols
- Support, maintain and develop programs for the congregation

Qualifications:

Position requires:

- Self starter with strong people skills; Compassionate and nurturing individual;
- Person who possesses organizational skills and time management;
- Experience working within a volunteer organization with a track record of assessing needs and recruiting key individuals;
- Openness to view the work as a calling in faith;
- Must have visibility during various worship services/events on Sundays;
- Must be available to attend Council meetings 3rd Wednesday evening of month
- Proficient in Microsoft Word, Excel, Windows and Outlook
- 4 year college education desired or equivalent commensurate experience

REPORTS TO: Pastor

SALARY: Please forward salary requirements along with resume

HOURS: 40 hours a week – Yearly Evaluation

Responsibilities:

- **Build Relationships**
 - Be responsible to the church council and work through the Pastor
 - Build a working relationship with congregational leaders
 - Be visible, communicate with and engage the congregation
 - Establish relationships and connections with voluntary action groups in the community and the synod (i.e. Go Public: Creative Play, Boy Scouts etc)

- **Congregational Contact Events**

- Assess, brainstorm and communicate annual calendar
- Oversee implementation via appropriate committee/volunteers

Noted gaps (but not limited to):

- Advent Wreath festival;
- Good Friday Children's Service - Walk with Jesus

- **Recruit/Train/Nurture**

- Expand volunteer base – coordinate the way members are identified, recruited, trained and supported in volunteer ministries.
- Organize/update/maintain volunteer and/or committee opportunities
 - Utilize technology (Church windows) to expand database of members' hobbies, skills and career paths.
 - Update/Maintain job descriptions for volunteer positions/AOM
 - Develop and maintain a volunteer filing system via Windows
 - Oversee/Maintain council orientation process (update CIG – Council information guide)
- Provide leadership succession planning and development of committee leaders and co-chair positions.
- Provide link across programs, e.g. identification of dependencies, duplication of effort – mediate inter-program issues when necessary and develop resolution
- Provide guidance for and be familiar with activities being led by directors of youth, new members, music director and Creative Play
- Oversee/facilitate the goal setting process for staff, committees and groups in order that all goals reflect the congregation's mission and vision and are evaluated when developed, at mid and at year's end
- Design & Implement Recognition rewards

- **Interpretation and Communication**

- Compile and disseminate information regarding human resources when received from governmental or ecclesial sources; direct and oversee support staff in appropriate personnel record keeping
- Promote communications, liaison and P.R. for all programs;
- Develop and share communications plan around programs
 - What's happening when, progress updates etc.

Communication vehicles will include (but not limited to):

- Voice articles, Cross Connections
- Bulletin boards/Flyers/Emails
- Temple Talks/Announcements/Screen in sanctuary
- Facebook posts/Texting/Automated phone calls

- **Work Plan:** 40 hours per week (to be distributed in the office, during events some evenings and weekends.) Meet with Pastor on a weekly basis and attend staff meetings

- **Addendums:** Monthly goals