



INDEPENDENT  
PRESBYTERIAN CHURCH

## Director of Community Ministries and Outreach

Reports to: Head of Staff/Senior Pastor

Status: Full Time

To apply, please send resume and cover letter to [community-careers@ipc-usa.org](mailto:community-careers@ipc-usa.org).

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### About This Role

The Director of Community Ministries and Outreach (DOCM) is a full-time position that will provide leadership as it relates to outreach and mission in both the congregation and community. The DOCM will work collaboratively with the staff of IPC to develop a comprehensive strategy for engaging all ages in service and mission opportunities.

### Areas of Responsibility

The Director of Community Ministries and Outreach will work to create, enhance and sustain a culture of relational outreach while encouraging congregants to find passion and purpose in their faith journey through serving.

#### A. Community Ministries

- Work collaboratively with the staff of IPC to develop a comprehensive strategy for engaging all ages in service and mission opportunities through Community Ministries.
  - Be proactive in reaching out to members of IPC to encourage involvement in programming offered by Community Ministries, seeking to match member's interests and experience with project needs.
    - Set annual congregational engagement goals seeking to broaden the number of unique volunteers engaged in Community Ministries.
    - Report volunteer engagement quarterly to Community Ministries.
    - Recruit participants for all global mission trips including one IPC staff member for all trips, manage the application process, and coordinate all travel logistics.
- Serve as staff advisor to the Community Ministries committee and subcommittees.
- Communicate IPC's Community Ministries activities, mission and opportunities through the Update, The Window, social media, and website.

- Bi-annually assess all Community Ministries offerings to ensure that they are meeting the needs of the congregation and community.
  - Ensure the creation of project assessment forms for all new mission opportunities
  - In consultation with Community Ministries staff and committees, develop a process for determining when to end programs that are no longer effective.
    - Present a report twice annually to the Community Ministries Committee for consideration and action.
- Work with the Community Ministries Coordinator to keep a current volunteer database for all programs of Community Ministries and to develop and promote an annual calendar.
- Supervise all staff in the Community Ministries department.
- Develop the Community Ministries budget in consultation with the Community Ministries staff, committees and the Director of Finance for IPC. Manage activities within the budget. Monitor and allocate the General Benevolence Fund and IPC Social Service Fund with input from the Community Ministries committee.
- Provide a consistent presence representing IPC Community Ministries in our local community and with our global partners.

#### **B. IPC Foundation**

- Serve as a staff liaison for the IPC Foundation Grantmaking Committee, helping lead one of three grant teams to make site visits and funding recommendations to the larger Grantmaking Committee.
- Attend monthly Small Grants Committee meetings and provide information to the committee.
- Coordinate grant applications from the Community Ministries Committee to the IPC Foundation and Grantmaking Committee.
- Work in cooperation with the IPC Foundation Executive Director on projects which have connections to the Community Ministries department and IPC Foundation. Coordinate volunteer activities with grant recipients as needed.

#### **C. Children's Fresh Air Farm**

The Director of Community Ministries will work with the Children's Fresh Air Farm (CFAF) staff and committees to ensure that the vision and mission of CFAF are consistent with the vision and strategic goals of Community Ministries and IPC.

- Serve as an advocate for the ministry of CFAF in the congregation and community.
- Provide support and consultation to the CFAF staff and committees as needed.
- Assist with communication of the programs and ministry of CFAF in IPC publications and social media and the community.

### **Education, Experience, and Personal Characteristics**

The DOCM is required to have a bachelor's degree from an accredited college or university and five years nonprofit supervisory experience. Strong organizational abilities are essential. A proven record of working with volunteers and maintaining positive relationships with community agencies is desired. This individual should possess a mature Christian personality with a sensitivity to human need and the ability to counsel with persons about those needs. Other qualities include good communication skills, budgeting and management skills and experience with Microsoft Office. Knowledge of QuickBooks is a plus.

### **Your Team**

The Director of Community Ministries is the direct supervisor of the Coordinator of Community Ministries and the IPC Social Service Coordinator. The Director also works closely with the staff related to The Children's Fresh Air Farm and with the Director of the IPC Foundation as it relates to its Grantmaking Committee. The Director is the primary staff advisor for the Community Ministries Team and its subcommittees, which includes The Children's Fresh Air Farm Subcommittee. The Director also serves as a staff advisor to the IPC Foundation Grantmaking Committee and to the IPC Foundation Board of Directors.

### **Physical Demands and other Information**

- Able to walk through the facilities of the Church, Highland Hall and site visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity – close and distant vision and ability to focus with or without correction.
- Talking – expressing or exchanging ideas by means of the spoken word.
- Hearing – perceiving the nature of sounds at normal speaking levels with or without correction.
- Ability to work occasional weekends when required.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

### **About Independent Presbyterian Church**

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at [ipc-usa.org](http://ipc-usa.org).

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