



Relational Ministry Manager Job Description

Love In the Name of Christ (INC) of Littleton is an affiliate of Love INC National which has locations in more than 30 states. Our affiliate is ten years old, with a dedicated and talented staff, a strategic board, and a new building. Our mission is: *To mobilize local churches to transform lives and communities in the Name of Christ.* We do this through engaging church volunteers in a variety of ways. In 2018, Love INC volunteers served 503 clients/families and met 1897 needs.

The weekly IMPACT ministry is our primary relational (aka transformational) ministry program. For nearly two years, it has served participants through volunteers who facilitate classes, coach participants, solicit and organize incentives, make meals, provide child care, organize details, and offer prayer. IMPACT has celebrated full graduation for six individuals and come alongside dozens of others.

Love INC worked with the Red Cross in both 2016 and 2018 to respond to the Southview and Windermere apartment fires. The City of Littleton has expressed gratitude for the way in which we brought churches together to meet the needs of 163 seniors who lost their homes last year.

Our philosophy of holistic help is to provide a hand-up by recognizing everyone's value and God-given potential, investing relationally in others, requiring mutual participation, using wisdom and discernment in our response, and serving in ways that transform.

We seek a Christian leader who sees the big picture and can develop, lead, and inspire a team. The successful candidate will have experience as a leader who has built teams and has a track record of producing results. This individual must have a generous spirit and a desire to transform lives and to share Christ's love in our community.

Job Responsibilities

The Relational Ministry Manager will be responsible for overseeing the IMPACT Ministry's strategic direction and implementation. Goals will include increased participation and ownership from churches, as well as referrals from community organizations. He/she will work with staff to create a pipeline for IMPACT participants and also volunteers.

In order to ensure the success of IMPACT and other Relational Ministry Programs, this individual will have ongoing interaction with area churches. To the greatest extent possible, workload and tasks should be delegated to capable and called volunteers.

Position Duties and Tasks

Faithful and prayerful leadership of volunteers, processes, vision and strategies for IMPACT and other relational ministries for Love INC through:

- Regular oversight and ongoing evaluation of all aspects of IMPACT
- Collaborate with staff on other relational ministries, existing and emerging
- Establish structures and procedures to maximize effectiveness and ensure compliance with all program requirements locally and nationally
- Engage in conversations with other Love INC offices, local volunteers, and staff about needed revisions or new directions for relational ministries.
- Seek supportive services for relational ministry clients/participants, developing valuable partnerships in areas such as social services, counseling, legal, and more
- Coach and develop new volunteer leadership to accommodate growth of the ministry

Collaborate and participate with Love INC local staff to:

- Identify, promote, and maintain new and ongoing sources for IMPACT participants
- Recruit volunteers to support various elements of IMPACT and relational ministries
- Ensure volunteers are equipped to perform their duties by providing training, continuing education opportunities, and spiritual guidance.
- Recognize and thank volunteers and churches for their support
- Write articles and collect stories to be shared through the Love INC network
- Support team efforts in other areas of the Love INC ministry

Collaborate with Love INC National and other affiliates to:

- Optimize use of resources available
- Share best practices and attend trainings
- Report progress on the IMPACT Program and share lessons learned

Be a spokesperson in the community for Love INC to:

- Share the Love INC philosophy and build a positive reputation for IMPACT with local churches and organizations
- Communicate relational ministry program needs and opportunities to churches and the community
- Learn about and support similar programs and ministries in our community

Other duties as assigned

Position Qualifications:

A personal relationship with Jesus Christ; belief in the mission of Love INC

Associate or bachelor's degree preferred

Excellent written and verbal communication skills

Demonstrated leadership, visionary, and management skills

Experience in working with volunteers and church staff personnel

Experience coordinating multiple groups with a basic awareness of:

Classroom instruction and training others to facilitate classes

Scheduling and coordinating multiple programs

Coaching in healthy relationship skills; mentoring relationships

Proficient with email and Microsoft Office Suite; technical knowledge a plus

Available for some evening and weekend work

Hold a current driver's license and have access to a vehicle

Pass a background check

Agree to employment terms and conditions as stated in the Employee Handbook

To apply for this position:

Please submit your resume and cover letter to kathryn@loveinclittleton.org . Kindly include in your cover letter a description of a when you have led a team through a challenging transition or opportunity. Please, no phone calls.

This position will remain open until filled.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	Full-time
Position title	Relational Ministry Manager
Management? (Yes/No)	Yes
E/NE status	Exempt
Last revised	April 15, 2019