



March 28, 2019

Thank you for your interest in the Community Engagement Coordinator Position at Holy Cross Lutheran Church.

A Job description of the position is attached. Please read through the description carefully and note the specific qualifications for the position.

Applicants for the position must submit the following:

1. A cover letter, describing interest in and commitment to the position.
2. A completed employment application.
3. A resume; including professional experience.
4. A written Statement of Faith (one page or less) describing your faith in Christ Jesus and how that impacts your life and your desire to serve in this position.

The deadline for submission of all application materials to the office at Holy Cross Lutheran Church, 7307 N. Nevada, Spokane, WA 99208 is 12 noon on Friday, May 24, 2019.



Position Description - Community Engagement Coordinator

Hours: 15-20 per week

Pay: \$ 14.00 per hour

Accountable To: Lead Pastor

General Description: This position would be the go to person responsible to support volunteers and church leaders working in any aspect of ministry with the outside community. This position would also take the lead in specific community engagement initiatives as directed by the Pastor. This person would organize events and service opportunities, recruit volunteers, train volunteer leaders, and support staff and volunteer leaders from our congregation as they engage the community. This person is not to replace leaders from our congregation who are engaged in ministry oriented toward the community but to support them, assist in recruiting/organizing volunteers, and helping to advance their ministry to the community. This position will also be responsible for our digital ministry presence and presentation to the community (website and social media).

Requirements:

- A Strong Abiding Faith and Personal Devotional Life in Christ Jesus
- Regular Worship Attendance at Holy Cross
- A Team Player with Experience in Organizing and Training Staff/Volunteers
- Eagerness to Carry God’s Love to our Community
- Strong Communication and Interpersonal Skills
- Familiarity and Experience with Digital Communications and Media including E-mail, Social Media, Websites, etc... (or Willingness to Learn)

Specific Responsibilities:

- Facility User Groups: Support and be the main contact person responsible for outside user groups using the Holy Cross facility.
 - Be responsible to oversee their user group agreements (paperwork)
 - Be responsible to train them on any facility related needs and equipment, as well as Holy Cross policy that may pertain to them
 - Be responsible to make sure they are let in and that the building is locked up following their use
 - Be their main point of contact and emergency contact
 - These groups currently include Two Homeschool Coops, A Mom’s Prayer Group, The Shiloh Hills Community Council, and Bible Study Fellowship, as well as others.
- Community Oriented Ministries:

- Support volunteer leaders and church staff engaged in the following community oriented ministries at Holy Cross (to include the following but not limited to):
 - Cross My Art
 - Ten Talent Ministries
 - The Bhutanese Community Garden
 - Mission Community Outreach
 - Social Ministry - Bethlehem Tree, Food Bank, and Utility Assistance
 - Community Oriented Children's Ministry (Harvest Fest, Bible Day Camp, Spring Fest)
- Take the Lead in Coordinating/Directing and raising up leaders and volunteers for certain Community Oriented Ministries
 - Shiloh Hills Elementary Parenting Initiative
 - A Child's Hope Support Group
 - Any other ministries as directed by the Pastor
- Media and Publicity
 - Oversee church website to ensure a fresh, professional, and inviting web presence is presented to the community
 - Upload videos of Pastor's sermons to the website weekly
 - Oversee the church social media, working with our Social Media person to feed him/her weekly with information to post
 - Prepare publicity articles for the newsletter regarding community oriented ministry
 - Be the main point of contact on working with the office to publish the monthly newsletter ensuring various ministries of the congregation are represented (both community oriented and internal ministries)
- Meetings
 - Participate in the Ministry Leadership Team Meetings (2-3 Times a Year)

Work Schedule:

- There are no set or standard hours for this position. While some of the work will need to be accomplished during the weekdays while the office is open (8 a.m.—4 p.m. Monday—Thursday and 8 a.m.—Noon on Friday), other aspects of the position will necessitate significant work hours on weeknights or weekends. The schedule will be based upon the work to be accomplished.

Compensation:

- The position will be compensated on an hourly basis for actual hours worked paid out every other Friday according to the payroll calendar of Holy Cross Lutheran Church.
- Sick leave will be accrued and offered in accordance the State and Local laws for part-time employees.

Review:

- The Pastor will conduct a review of the Community Engagement Coordinator's performance annually. The purpose of the review is to provide the Community Engagement Coordinator with a measure of his/her performance, from which the Pastor and Community Engagement Coordinator will cooperate in planning for the continued success of the ministry, and also the continued growth and development of the Community Engagement Coordinator.
- If the Community Engagement Coordinator's performance is judged to be deficient in a measure that cannot be endured, the Pastor with the support of the Holy Cross Board of Directors may establish a probationary period for the Community Engagement Coordinator during which needed improvement can be identified, implemented, and observed. The Pastor, with the support of the Holy Cross Board of Directors, may also elect to dismiss the Community Engagement Coordinator at will, if necessary, for the well-being and success of the Ministry of Holy Cross Lutheran Church.

Holy Cross Lutheran Church
Staff Ministry Application

Confidential

The Position of Community Engagement Coordinator

2019

Basic Information:

Name: _____ Date of Birth: _____
First MI Last

Address: _____
Street Address City State ZIP

Phone Numbers: _____
Home Work Cell

Best times to reach me at home: _____ May we call you at work? Yes No

Email: _____ Driver's License No.: _____

Church Membership: Member Regular attendee (must be at least 6 months) S.S. Number _____

Church Affiliation/Membership for last five years:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Education:

High school: _____ City: _____ State: _____ Grad year: _____

College/tech school: _____ City: _____ State: _____ Grad year: _____

Degree and major: _____ Minor: _____

Other education, training, and licenses: _____

Significant Ministry/Community Volunteer Experience (list most recent first):

| Church or Organization (Name and City/State) | Dates | Type(s) of Service |
|--|-------|--------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

References:

Please provide three character references (other than family members) who can identify your strengths and weaknesses and describe your background.

1.

Name

Address

Home/Work Phone

Relationship

2.

Name

Address

Home/Work Phone

Relationship

3.

Name

Address

Home/Work Phone

Relationship

Background Information:

Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, maltreatment, or neglect or been involved romantically with any minor after you became an adult? Yes No

Have you ever been convicted of a felony? Yes No

Are you using illegal drugs or have you ever gone through treatment for alcohol or drug abuse? Yes No

Have you ever been a victim of any form of child abuse? (optional) Yes No

Is there anything in your past or current life that might be a problem if we found out about it later? Yes No

If the answer to any of the above questions is "yes," it will be discussed confidentially during your interview.

I, the undersigned, give my authorization to Holy Cross Lutheran Church representatives to verify the information on this form. Holy Cross Lutheran Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a church youth ministry worker.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for student ministry. I waive any right that I may have to inspect any information provided about me by any person or organization identified herein.

Should my application be accepted, I agree to be bound by the constitution, statement of faith and policies of Holy Cross Lutheran Church, and to refrain from conduct unbecoming to Christ in the performance of my services on behalf of Holy Cross Lutheran Church. If I violate these guidelines, I understand that my volunteer status may be terminated.

I further state that **I HAVE CAREFULLY READ AND UNDERSTAND THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement.

- I am attaching a photocopy of my current driver's license.
- I am attaching a copy of my resume; including professional experience
- I am including a one page Statement of Faith

Signature: _____

Print Name: _____

Date _____