



1812 Park Ave S, Minneapolis, MN 55404 | 612.870.0000

Life Center Ministry Director Job Description

Position: Ministry Director

Location: ICCM Life Center, Minneapolis

Reports To: Senior Pastor, Monica DeLaurentis

Primary Directive

Oversee ministry operations--facility, staff, and program management.

Essential Job Functions

1. Support the Senior Pastor to accomplish the church's mission through ministry effectiveness providing support, training, planning and overall direction of church staff and volunteer leadership.
2. Work with youth leadership team to reach out and minister to inner-city youth.

Qualifications

1. Organizational leadership skills a must
2. Team builder and problem solver
3. Recruiter
4. A leader who makes leaders
5. Self starter with an entrepreneurial work ethic
6. Ability to lead from the "second chair"
7. A genuine love for people
8. Good public communicator
9. Willingness to grow, learn and adapt from existing pastoral team
10. Ability to work cross culturally--from inner-city context to suburban/rural context
11. Basic understanding of fundraising principles and how his/her role fits within the development goals of the ministry

Primary Responsibilities

1. Ministry and Program oversight
 - a. Attend and support weekly leadership team meeting
 - b. Meet with Senior Pastor weekly
 - c. Meet or communicate weekly on an individual basis with all Staff (approx. 3) and volunteer ministry leaders (approx. 8) in all departments
 - d. Assist ministry leaders in creating yearly goals and provide support and accountability for them to be effective. Provide leaders adequate resource to accomplish their mission.
 - e. Maintain Key Performance Indicators (KPI) that provide Senior Pastor and church and development staff with ongoing visibility of the effectiveness of all functional areas of the church
 - f. Coordinate Sunday Services making sure all positions are filled and create the structure for order of service
 - g. Oversee daily custodial tasks for church facility and vehicles
2. Development of Youth Ministry Program

- a. Mentor & train youth leaders to minister to and reach inner city youth.
 - b. Meet with leadership team weekly
 - c. Lead Thursday Evening Youth Services
 - d. Recruit workers & develop a Youth Pastor from within the ministry if possible
3. Fundraising
- a. Work with development team by managing external volunteers to support internal ministry needs
 - b. Coordinate ICCM member involvement with fundraising and stewardship events and campaigns
4. Recruit leaders to develop and manage:
- a. "Worknet" job training program
 - b. In-kind donation processing & inventory

Start Date: Position open until filled

Hours: 45-50 hours per week, approx. 3 evenings, Mondays off

Compensation: Based on experience and qualifications

To apply: Please send cover letter and resume to Chris DeLaurentis at chris@changingourcity.org.