

**Position Title: Director of Serve Ministries**  
**Galilee United Methodist Church**  
**Updated: September, 2022**  
**Part time, 25 hours per week**

### **Summary Description**

The primary purpose of this position is to lead the church in servant ministry and to continually raise the value of service within the Galilee congregation and in the community. The Director will be responsible for developing and executing Galilee's vision for making disciples of Jesus Christ for the transformation of the world in the area of Serve.

More Specifically, the Director will oversee Galilee's system of volunteer recruitment, training, deployment and appreciation. The Director will optimize internal volunteer recruitment strategies, while maintaining a robust network of community partnerships.

### **Responsibilities**

- concentrates on recruitment and retention of volunteers to develop viable servant ministry at Galilee and in the community.
- Provides necessary support and training to ensure that leaders receive appropriate development to manage various serve opportunities. Provides spiritual leadership and subject matter expertise to volunteers.
- Evaluates Galilee's serve ministries and leads in the development and implementation of the serve strategy of the church. Challenges and motivates the congregation to become actively involved in serve ministries, raising the awareness and stimulating the desire to serve within the congregation and in the community.
- Networks with community organizations and partners, including but not limited to food scarcity programs, school partnerships, local and international projects, and refugee assistance.
- Communicates programmatic issues and perspectives to the management team and lay leaders and stays abreast of and evaluates trends affecting serve ministries and the local church.
- Directs the daily business operations of the ministry, including oversight of the serve ministries budget and allocation of designated funds. Leads fundraising efforts for Backpack Buddies, mission trips, and other ministries not funded by the general Galilee budget.

- Performs other duties as assigned by the Senior Pastor.

## **Qualifications**

BA or equivalent.

Minimum of 1 year managing a large and complex volunteer-based social services program, as well as the experience to recruit and manage volunteers.

Minimum of 1 year demonstrated leadership experience in a non-profit or other comparable organization that focuses on community involvement and volunteer recruitment preferred.

Strong business management experience managing a social outreach program that includes understanding networking, fundraising and grant writing.

Excellent communication skills and the ability to work well with others in a collaborative way.

Demonstrated background in working for or practicing in a Christian service environment, preferably United Methodist, where individual spiritual gifts can be used to facilitate the mission of Galilee Church, *To Know Christ and to Make Christ Known*.