



**DETAILED JOB DESCRIPTION
DISCIPLES CHRISTIAN CHURCH
LEADERSHIP**

Position:	Community Ministry Team Coordinator
Ministry Area:	Fellowship, Congregational care and nurture
Goal of Position:	To cultivate Christian fellowship, nurturing and building a sense of Christian community and spiritual friendship.
Responsible To:	Church Board and fellow members of the congregation
Ministry Description:	<ul style="list-style-type: none">- Lead the community ministry team- Plan, prepare and lead all-church fellowship events- Recruit fellow members to host specific events and serve on the community ministry team- Encourage new ideas- Attend all Board Meetings and selected Cabinet Meetings as voting member- Present quarterly report of ministry team activities to the Board. If unable to attend, will send a substitute to present the report or email the report to the Board Secretary- Work with ministerial staff to ensure all DCC members receive care, prayer and encouragement- Schedule and coordinate visits and meals following surgery or loss of family member- Develop annual ministry team budget
Length of Commitment:	1 year
Time Required	5 to 10 hours per month
Training Provided:	<ul style="list-style-type: none">- The annual board retreat- CCSW and NTA seminars and workshops- Resources supplied by ministry staff

Qualifications/Special Skills

A deep desire to see the congregation build deep and abiding community, rooted in love, care and laughter. A talent for creating events where members can share life. The spiritual gifts of hospitality, leadership, helping, encouragement and serving.

Keys to Success

- Delegate specific tasks to team members
- Get list of previous team members as starting point for new team members
- Sit down with predecessor at beginning of term and discuss the previous year's activities and his/her recommendations for improvement.

Benefits to the Volunteer

Deepen your faith while building a church with deep relationships and ties.