



RELATIONAL MINISTRY LEADERSHIP TEAM DESCRIPTION

Leadership Team (2 – 4 members) reports to:
Executive Director

Purpose:

Coordinate sustainable Relational Ministry; oversee activities of volunteers and clients engaged in Relational Ministry. (Estimated: 5-15 hours/week)

Responsibilities (to be distributed among team members according to their giftedness):

- Develop and implement curriculum for transformative ministry operations
- Oversee church engagement strategy for sustainable ministry operation
- With Volunteer Coordinator, train, equip, and provide ongoing support to volunteer instructors and LINC's
- With Clearinghouse Coordinator, oversee matching of clients with volunteers
- Monitor client/LINC relationship to understand client progress, assist with goal setting, provide guidance, and ensure timely LINC reporting
- Maintain accurate client records regarding attendance, homework, incentives earned, etc
- Conduct assessment/evaluations (before, during, after) to accurately understand client experience and progress
- Coordinate/oversee ministry operations (or volunteer assisting with operations) including:
 - Building/classroom use
 - Home visitation/contact
 - Incentives provided
 - Child care for client family
 - Transportation for client
 - Food/beverage
 - AV equipment and necessary teaching materials
 - Handicap access and parking
 - Communication
- Produce regular ministry reports
- Work closely with Clearinghouse on scheduling and follow-up
- Identify client unmet needs and interests; maintain list for potential new program offerings

Qualifications:

- Personal relationship with Jesus Christ and agreement with the Apostles' Creed
- Discernment, non-judgmental attitude and the ability to listen, empathize, and accept others
- Basic computer knowledge
- Excellent telephone and communication skills
- Each team member should be able to work independently and cooperatively
- Reliability and dependability
- Healthy, professional boundaries