

Orchard Hill Church | Connect and Care Director

23 hour per week

This position provides a flexible work schedule with Sunday mornings as a requirement.

Responsibility #1: Connect and Care Team Leader

This Ministry Leader will lead, grow and train our Connect and Care Ministry Team which consists of a team of volunteers who visit and build relationships with older members of our congregation who need encouragement. This includes encouraging, inspiring and helping the volunteers to see the important role they play in the spiritual encouragement of those visited. It also involves administrative tasks, such as scheduling those visits and timely, clear communication with the team members and those visited. This part of the role and responsibilities will comprise 90% or more of the Connect and Care Directors time and attention.

Specific Responsibilities:

1. Recruit, motivate, inspire, give vision and build relationships with and between volunteers.
2. Conduct quarterly planning meetings with the volunteers to plan out visits and other service needs for the next three months.
3. Make visits with volunteers and maintain the schedule of volunteers.
4. Participate in Route 55 Ministry events for the purpose of building relationships and supporting that ministry as well as partnering with the Route 55 Ministry Leader.
5. Be available Sunday mornings at services to connect and build relationships with people in the community and both Route 55 and Connect and Care Ministries.
6. Regularly communicate with main office staff about this ministry so they are informed and can answer questions that come in through the main line.

Responsibility #2: Congregational Care

The leader remains aware of those at Orchard who are hospitalized, having surgery, going to inpatient rehab etc. These needs are communicated, usually by email, to leadership so the church can reach out in appropriate ways, such as visits, calls, encouraging cards, Cup of cold water gifts, visits by Connect and Care volunteers, etc. This part of the role and responsibilities will compromise 10% or less of the Connect and Care Directors time and attention.

Specific Responsibilities:

1. Encourage people to be the church by caring well for their friends and neighbors who are sick, requiring hospitalization or going through a difficult life event. When hearing of an illness, death, hospitalization, etc., communicate this to a group of leaders / prayer leaders at Orchard.
2. Work in cooperation with other Orchard staff to make phone calls and visits to determine the specific care needs to be met.
3. Make visits when appropriate to provide comfort and spiritual support.
4. Work with the office staff to add prayer needs to the Orchard Prayer Line.
5. Communicate with Cup of Cold Water staff so they are aware of needs that may appreciate a CCW gift.

General Staff Responsibilities:

1. Participate in bi-weekly All-Staff meetings, Cedar Falls Leadership Staff Meeting and additional events, including but not limited to: Leadership Huddle, Congregational Celebration, Christmas Eve Services, and Easter Services
2. Meet regularly with your coach.
3. Champion Orchard Hill Church's mission, Helping next generations encounter and follow Jesus to bless a broken world.

For more information or to apply, contact Rendi Scholten rscholten@orchardhillchurch.org