



## JOB DESCRIPTION

Hub 450 Ministry Director

**START:** August 2023

**LOCATION:** The primary location of work will be performed at 450 N. Prince St., Lancaster, Pa.

### **AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):**

The Hub 450 ministry director functions with authority from the Mission Team director.

### **RESOURCES FOR THE JOB**

Resources delegated to the Hub 450 ministry director include:

1. Personal compensation and benefits package: 1.0 FTE
2. Budgeted funds for Hub 450

### **LIMITATIONS OF AUTHORITY**

The limitations of authority for the Hub 450 ministry director are determined by:

1. Applicable civil laws — except those in contradiction to the gospel
  2. Executive limitations policies (see Board Policy Manual)
  3. CAO employee handbook and all worker information manuals
  4. The organization's strategic plans and priorities
  5. Limitations specific to the position, such as: the budget for the ministry center and the ministry parameters determined by Leadership Team
1. Commit to integrate prayer into normal day-to-day work responsibilities. E
  2. Take the Launch intensive training within two years of starting employment at EMM. E

### **RESPONSIBILITY (OVERVIEW)**

The Hub 450 ministry director gives leadership to the development of a self-sustaining community center that provides a broad range of services to immigrants and refugees in Lancaster in order to meet felt needs and demonstrate the love of Christ in practical ways.

### **AREAS OF RESPONSIBILITY**

1. Leadership in developing/sustaining partnerships, ministries and the overall framework to accomplish goals of the community center. E
2. Oversight of daily operations, facility care/rentals, hosting events. E
3. Creation of a framework or partnership for the development of an international Cafe. E
4. Communication and vision casting to build a support base for ministry. E
5. Recruitment and management of volunteers/staff to carry out ministry activities. E
6. Creation and execution of a plan to work towards financial sustainability with a goal of

#### **EASTERN MENNONITE MISSIONS**

The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

#### **KEY**

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

- being fully sustainable within 5 years. E
7. Development of a budget for income and operating and ministry costs. E
  8. Oversight of fundraising and income generation, including:
    - a. Effectively advertising and utilizing facility rental opportunities. E
    - b. Targeted fundraising and grant-writing to undergird ministry activities. E
  9. Oversees communication about the ministries of Hub 450 (including website and social media). E

### **EXPECTATIONS OF RESPONSIBILITY**

The expectations of the responsibility of the Hub 450 ministry director are expressed above. The Hub 450 ministry director is also expected to align with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Hub 450 ministry director is expected to display the organizational values of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

#### **A. MINISTRY COMMITMENTS**

- Attendance at weekly chapel. E
- Participation in team devotions/prayer times. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. E
- This position requires taking the Kairos Course within the first two years of employment, unless already possessing comparable training. E
- Participation in the two week Launch training within two years of employment (preferably during the first year). E

#### **B. CHURCH AFFILIATION**

- Active member in a Christ-centered, mission-minded congregation with preference to Anabaptist communities. E

#### **C. ATTENDANCE OF EVENTS**

- All salaried staff are expected to attend EMM corporate events and at least one session of the Lancaster Conference Celebration of Church Life (CCL). E

#### **D. TRAVEL**

- Travel for this position includes local travel to churches and partner organizations. E
- This position requires a current driver's license and good driving record. E

#### **E. PHYSICAL**

- This person should be able to lift and transport 50 pounds for short distances. E
- This position requires that a person have sight and hearing. E

## ACCOUNTABILITY

### A. SUPERVISION/ACCOUNTABILITY

- The Hub 450 ministry director will be supervised by and accountable to the Mission Team director for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Mission Team director is accountable to the Hub 450 ministry director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the job responsibilities.
- The Hub 450 ministry director will supervise volunteers and any additional Hub 450 workers.

### B. WORKING RELATIONSHIPS

- This person will be part of the Mission Team and will be working with:
- Community engagement coordinator
- Advancement team members for fund-raising, communications, and marketing
- Human Resources for volunteer/staffing managing and development
- Facilities manager for facility care
- Churches and community groups
- Volunteers

## QUALIFICATIONS

### A. JOB EXPERIENCE - THE POSITION BEING CONSIDERED:

- Requires three to five years of ministry or management experience. E
- Preference for experience managing volunteers. O
- Preference for experience in fundraising. O

### B. EDUCATION - THE POSITION BEING CONSIDERED:

- Requires a college degree or comparable training. E
- Training in ESL or other relevant fields desirable. O

### C. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, and reading English. E
- Proficiency in a second language desirable. O

### D. CROSS-CULTURAL EXPERIENCE - THE POSITION BEING CONSIDERED:

- Requires six months to two years experience in another country/culture or extensive travel. E

### E. PERSONALITY

This person should:

- be detail-oriented. E
- be outgoing and relational. E
- be a good public communicator. E
- have a high capacity to develop and articulate vision. E
- have the ability to develop strategy and release others to care for details and implementation. E
- be a self-starter and show initiative. E