

Director of Serve Ministries

Description:

The Director of Serve Ministries (DSM) will help UPC fulfill its mission to make disciples by designing, developing, and directing events and opportunities for our members to serve one another and people in the surrounding community.

Responsibilities:

1. Work to identify needs within the church body and recruit people to meet those needs from among the:
 - a. Members
 - b. Elders
 - c. Deacons
 - d. Stephen Ministers
 - e. Pastors
2. Provide leadership for the Care Contact Team, ensuring:
 - a. Members and attenders who aren't in a CG are contacted by the church quarterly
3. Build relationships with existing and new East Orlando mercy ministries, such as:
 - a. The Samaritan Resource Center
 - b. ThriVe Orlando
 - c. Safe Families
4. Organize and/or lead 2 Missions trips each year
5. Serve on (or lead) UPC's Missions Committee
6. Track the number of members and attenders who serve regularly; as well as UPC's impact locally and globally
 - a. Submit quarterly reports for the Elders
 - b. Publish info in an annual report
7. Set and accomplish short term, mid-range, and long-term goals for every Serve Ministry
8. Participate in weekly Leadership Team meetings
9. Participate in weekly Sermon Prep meetings
10. Other tasks as assigned by the Executive Pastor

Reports to:

Executive Pastor (XP)

Working Conditions:

1. **Full time:** 40 hours per week
2. **Office Hours:** Four weekdays per week to be coordinated with the XP, with the understanding that the kind of relational ministry we desire will require being out of the office frequently

Expectations & Qualifications:

1. **Character:** The DSM must be deeply committed to Christ and exhibit an ongoing growth in spiritual maturity and godliness.

2. **Membership:** The DSM must be (or become) a member of University Presbyterian Church and must actively participate in worship and in a Community Group. Under Biblical authority, the DSM must demonstrate joyful submissions to the elders and staff.
3. **Education:** Bachelor's degree required.
4. **Experience:** Demonstrated experience both as the one being disciplined and as the one disciplining another follower of Christ in a Church environment.
5. **Skills:**
 - a. Able to work in a team environment
 - b. Able to communicate with maturity and wisdom
 - c. Demonstrated ability to teach
 - d. Demonstrated ability to connect with others in meaningful relationships
6. **Motivation:** The DSM must be self-motivated and ready to serve

Contact:

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