

Position Description – Mission Coordinator (part-time)

Overview

During the pandemic when many local residents were out of work for an extended time, it became evident that local churches working in tandem could mount significant local hunger relief drives. Catonsville Presbyterian Church (CPC) teamed up with Grace AME Church in particular, and has worked side by side with them on food drives and distribution (such as the Thanksgiving Drive).

The Mission Coordinator will help us to ask ourselves good questions about where the needs are, what partners are effective to work with, and which churches and other non-profits we can work with to build a solid network in the community.

The Mission Coordinator will work either remotely, in the CPC offices, or a hybrid of both in addition to meetings in the community.

The Mission Committee would like to see intense outreach during the first few months to build a database of local programs and churches with contact information and details of their projects.

The coordinator will:

- Reach out to current partner organizations and participate in local coordinating groups or task forces.
- Lead an internal process (listening campaign, surveys) to assess the congregational interests, passions, current engagement and interest in volunteering with local community partners.
- Work with CPC committees and groups interested in local community ministries, to assess current commitments and activities, and to assist in coordination across committees and boards on projects.
- Create a database of organizations – present and suggested in the near future.

Goals for the position include:

- To assess mission interests and talents within the congregation
- To strengthen our relationships with local community-based organizations and other congregations who share our concern for the well-being of the community around us.
- To support CPC members as they volunteer, sharing their time and talents with our neighbors who find themselves in vulnerable situations (facing hunger, homelessness, lack of adequate healthcare, education, etc.)

- To develop new relationships that help us to hear directly from our neighbors who are often marginalized or ignored, most impacted by economic and racial disparities.

Local residents of Catonsville, including the Route 40 area, Baltimore, Arbutus, and Howard County will be served.

The coordinator will work closely with the Deacons, the Mission Committee, Associate Pastor, and the Head of Staff, reporting to the Head of Staff. Reports on activities will be made regularly to the Mission Committee, Envision Committee, the congregation, and the local community.

Desired Knowledge/Experience/Skills

- Proficient with Excel/Word/Email/Internet
- Experience in developing surveys desired
- Detail oriented, well organized
- Experience working with non-profits and/or faith communities
- Clear writing and communication skills
- Takes initiative and able to work independently

Position reports to: Pastor/Head of Staff

Salary range: \$25 per hour + local mileage reimbursement

Employment status: Part-time (hours will vary, averaging 10 hours/week)

Expected start date: End of August-Early September 2022

For more information about Catonsville Presbyterian Church, go to: www.catonsvillepres.org

To apply for this position, please send resume and introductory email to:
mission@catonsvillepres.org