

OAKHILLS

CHURCH

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ's community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Director of Relational Care Ministries	Status:	Part –Time (20 Hours)
Department:	Central Support – Care and Growth	FLSA:	Exempt
Reports to:	Minister of Care and Growth	Job Class:	Professional
Direct Reports:	Volunteers and Contract Professionals	Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Hours and workday schedule vary Monday – Saturday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** Develop and administer an array of educational and support services that promote personal, relational and spiritual health through biblically-based strategies and teaching. Promote, support and nurture the ministries, leaders and ministry partners involved in the Relational Care Ministry for Oak Hills Church (OHC).

II. **Primary Duties and Responsibilities:**

1. Development and oversight of the Relational Care Ministries of the church, with special focus on the training and equipping of leadership at both the Campus and/or Communities of these groups.
2. Assist in the Campus and/or Community Life leadership with the recruitment and supervision of ministry leaders.
3. Cast vision and strategic planning for the Relational Care Ministries.
4. Develop and coordinate triage and pastoral care support agreements with elders and other OHC ministries and staff, to provide assessments, consultations, trainings or interventions when appropriate.
5. Direct and oversee volunteer ministries and leaders in Marriage and Family, Tapestry Adoption and Foster Care, NAMI Family Grace Alliance for Mentally Ill Support, and Elder Care/Senior Services ministries.
6. Administer the work of the Relational Care ministries by:
 - Encouraging teamwork and mutual support.
 - Providing leadership and nurture to staff and members working in the department.
 - Ensure program integrity and quality, with primary focus on leadership training/development and member mobilization.
 - Establish departmental goals and objectives by prioritizing related programs.
 - Assist Campus Ministers in management of the use of the Oak Hills Church facilities used for relational care programming purposes.
 - Planning an appropriate budget, delegating tasks and evaluating progress regularly.

- Develop and maintain monthly reporting and statistics.
- 7. Acts as a resource to and liaison between other ministries within OHC including Campus Life, Community Life, Children and Student Ministries and Communication Arts as well as external contacts.
- 8. Attend and participate in leadership and ministry staff development meetings, retreats, conferences, etc.
- 9. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. Bachelor's degree in Biblical/Theological studies, Counseling/Human Services or related field (Masters preferred).
2. Minimum five (5) years of experience in professional ministry setting.
3. Professional counseling licensure preferred but not required.
4. Minimum five (5) years of experience in Administrative/Supervisory position (preferred experience in a large church setting).

IV. Knowledge and Abilities

1. Knowledge of counseling and life change theory, methodology and ethics.
2. Knowledge of principles of organizational and administrative practices.
3. Knowledge of computer office applications and equipment.
4. Knowledge of population being served and areas of ministry administered.
5. Knowledge of English grammar and vocabulary.
6. Ability to work independently with limited supervision.
7. Ability to work with occasional flexibility in schedule.
8. Ability to discern and maintain confidentiality.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with ministry volunteers.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

