

Community Minister (Northern Virginia)

Position Description



Reports to: The Director of Program Development

Hours & Classification: Part-time, Non-Exempt, 20 hours/week

Location: Based in Northern Virginia

This Community Minister role is primarily responsible for Coracle’s ministry in Northern Virginia, and significantly assisting with the ministry and administration of the Coracle Fellowship Program at Corhaven and Online. It is a part-time regionally-based staff position with Coracle that works to cultivate and expand Coracle’s mission in a particular geographic area by providing regular leadership and pastoral care to a community of Christians utilizing Coracle and the Coracle Fellowship Program as a significant resource to grow in relationship to Christ for the sake of the world. Coracle currently supports community minister roles in three regions: The Shenandoah Valley, Baltimore, and Northern Virginia. Each Community Minister has oversight of at least one regional program offering and reports to the Director of Program Development.

RESPONSIBILITIES

Leadership, Facilitating and Convening: The Community Minister (CM) will provide primary leadership and coordination to support Coracle within the Northern Virginia region, including responsibility to:

- Provide visible and consistent leadership for Coracle at the Coracle Fellowship Program at Corhaven and Online, and at all NoVa events including Soundings seminars, Coracle Community gatherings, co-hosted events with church partners, Coracle book discussions, etc.;
- Regularly convene, cultivate, grow, and care for the 30+ member Coracle Community in NoVa including coordination of all event logistics, planning, and communication;
- Identify and cultivate strategic ministry partnerships with like-minded local area ministries and/ churches which can help advance Coracle’s mission and goals within the region with a special emphasis on efforts in the racial reconciliation sphere;
- In cooperation with Executive Director and other staff, Identify and develop a “kingdom action” oriented project within the region;
- Reliably speak and teach on behalf of Coracle at Coracle Community gatherings and other sponsored or related events;
- Identify and cultivate other new opportunities for Coracle to grow or expand its reach within the NoVa region with special attention to those that will bridge denominational, ecumenical, cultural, racial, economic or other divides;
- Coordinate with other regional community ministers as appropriate to learn, grow or enhance Coracle’s ministry offerings at the local level;

Pastoral Care and Shepherding: The CM will serve in a pastor-like role to individuals seeking to grow in and through the ministries Coracle offers, including responsibility to:

- Listen attentively and pastorally at all Coracle NoVA gatherings to “keep the pulse” on how people are doing and where they might have need of extra care, with a special emphasis on the Coracle Fellowship class, both virtual and in-person participants;
- Reading and responding to the reflection papers for all Coracle Fellowship participants at Corhaven and Online. Provide appropriate follow-up in certain cases.
- Connect relationally with members of the Coracle community and Coracle Fellowship Program (e.g. lunch, coffee, etc.) to build strong relationships and cultivate leadership within the group;
- Connect Coracle participants as requested to additional resources that are appropriately attuned to their spiritual, relational, or emotional needs;
- Regularly pray for members of the Coracle Community and Coracle Fellowship Program, as well as for any needs or concerns they share.

Communication, Event Planning, and Logistics: The CM has primary responsibility to plan and execute all Coracle events in the NoVA region, including responsibility to:

- Plan NoVa program offerings, especially the monthly Coracle community gathering and its supporting weekly event offerings (ie, book club, etc) in coordination with the Director of Program Development;
- Arrange for the venue, food, speakers, Audio/Visual needs, communication and marketing materials, collection of email addresses, taking photos and other logistics for Coracle events in NoVa, in coordination with the Director of Program Development and the Director of Communications;
- Coordinate with the Director of Program Development to ensure that all Northern Virginia events are properly communicated through the broader Coracle network by coordinating with the Director of Communication;
- Communicate effectively with the NoVa Coracle Community, partners, and others with a vested stake in Coracle’s ministry within the regions, taking care to coordinate with the Director of Communications as needed.

QUALIFICATIONS

- Excellent written and oral communication skills, exceptional interpersonal skills and ability to connect with a wide range of individuals from diverse cultural and theological backgrounds; flexible to adapt to changing plans; administratively competent to coordinate and communicate program and event details.
- Some experience providing pastoral care and/or interpersonal coaching, training or development.
- Some demonstrable success in program management, staff management, leadership, or another relevant role(s).
- Minimum of B.A.
- Mature Christian believer who ascribes to Coracle’s core mission and *Statement of Faith*

SALARY & BENEFITS

- Salary range is \$20-30K and can be negotiated. Based on a 20-hour work week. Pay is commensurate with experience.
- 2 weeks paid leave, plus up to 2 weeks personal leave annually

Start date no later than January 1, 2021

For questions or to apply please contact Karla Petty at karla@inthecoracle.org Visit: www.inthecoracle.org