

# Local Missions Operations Lead



## LOCAL MISSIONS OPERATIONS LEAD ROLE DESCRIPTION

The Local Missions Operations Lead supports Manna Ministries and other local missions ministry initiatives and programs at Cherry Hills Community Church. This is a physically active role administrating all operations and volunteer development in partnership with the Local Missions Director to fulfill the church's vision to extend the love of God out in mission, positioning guests and volunteers to powerfully experience the love of Christ.

## RESPONSIBILITIES

### **Provide Strategic, Effective, Inspiring Support for Local Missions Staff, Partners and Volunteers**

- Promote a culture defined by love and unity
- Manage effectively both on the "what" (measurable outcomes) and the "how" (CHCC values and culture)
- Assist in recruiting and provide direction, training, support, feedback and coaching to all Local Missions volunteer teams
- Communicate department goals effectively, aligning deliverables with CHCC values

### **Effectively Manage Manna Care Program**

- Develop Operations Systems guide
- Develop and maintain a thriving, highly relational Manna ministry, sharing the love of Christ to those in need
- Maintain and oversee a Food Acquisition Team
- Plan and execute logistical and administrative responsibilities for Manna Care food pantry
- Coordinate volunteer roles and involvement, including recruiting, training, support, feedback, coaching and recognition of volunteer teams
- Provide administrative and logistical support for all Manna Care and Manna Connect events along with Local Missions Operations Coordinator
- Oversee Manna Care operations on food/grocery order process, food rescue process/relationships, inventory, merchandising, etc.
- Organize and develop communications to guests and volunteers for Local Missions
- Report on numbers for internal accounting, metrics and data for county reports
- Identify and prioritize critical needs of underserved people in our community
- Identify and develop resources (human, financial, prayer, etc.) both inside and outside the church that can be mobilized to meet key needs
- Direct and mentor families with pastor care resources and into the continuum of care program

### **Recruit, Train, Supervise and Lead High-Impact Volunteer Teams across Local Missions**

- Build a culture defined by love and unity
- Coordinate, supervise, and execute a strategic plan to identify and recruit volunteers
- Organize and develop communications to guests and volunteers
- Lead devotional and prayer times with Tuesday volunteer teams
- Recruit, train, encourage and lead volunteer teams to provide effective leadership and care
- Instill Cherry Hills values regularly by sharing testimonies, celebrating wins and encouraging bible reading
- Supervise, coach, and provide feedback to volunteers for increased effectiveness

- Lead and inspire volunteer teams to build personal relationships with guests, understand their stories and assess interactive opportunities to enrich their lives together
- Evaluate and transition volunteers as necessary
- Manage volunteer sign-ups/communication

## **Oversee All Manna Care Functions, Supervise Food Inventory, Collection, Storage and Merchandising**

### **Provide Administrative Support to Local Missions Director**

- Support ongoing development of and refinement of dashboard, strategic plan, priorities and overall direction of the Local Missions Department
- Collaborate with Director to continue developing a flourishing team culture
- Maintain administrative and logistical support for all Local Missions events
- Establish strong working relationships with other areas of ministry within the church (Facilities, Next Gen, and Adult Ministries, Accounting, etc.)
- Work closely with the Community Ministry to identify appropriate volunteer opportunities and long-term partner opportunities for different ministry/biblestudy groups.

### **Organize and Support Local Missions Partner Ministries**

- Manage and operationalize Local Missions partner events including but not limited to Manna Rescue, Love Extended, Spring Event, Thanksgiving Event and Christmas Event, Manna Resource Center including Manna Connect, and Winter Shelter Network (WSN)
- Build strong, honoring and effective relationships with county that effects Manna Ministries
- Logistically communicate and support Manna Rescue operations that occur on-site
- Effectively communicate testimonies from Local Missions through written and electronic media, website, social media and other outlets
- Manage receipts and accounts receivable for Local Missions
- Report monthly on partner metrics

### **Manage Local Missions Budget At/Under Allocation**

#### **Ensure Accurate, Timely Response to Communication Requests (Phone or Email)**

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

### **Perform Other Duties and Tasks as Assigned**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

#### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Local Missions Director
- Attend department and All-Staff meetings

## **WHO WE ARE**

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.

- Love Extended – which is all about extending the love of God out to those who need it most in mission.

## WHO YOU ARE

### You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

### You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' Essentials of Our Faith

**SUPERVISOR:** Local Missions Director

**POSITION TYPE:** Full Time, Exempt

**HOURS PER WEEK:** 40 Hours

**SALARY RANGE:** \$33,732 - \$50,597

**BENEFITS:** Eligible, Health, Dental, Vision, 403(b), Paid Vacation and Sick