



Position Identification

Title: Restoring Hope Director

Discipleship Pathway: Share God / GO

Vision and Discipleship Expectations

Reports To: Chief of Staff

Employment Type: Full Time (40 hours)

To work with the Chief of Staff, church staff and volunteers locally and globally to provide, equip, train, and deploy Trinity Lutheran Church to SHARE God and reach “*Tens of Thousands*” for Christ.

Meet God / WORSHIP

God together with His People

Know God / GROW

in God’s Word and the development of our talents together with His People

Love God / SERVE

God’s people together

Share God / GO

to the four corners with the healing love of Christ

General Description

Serves as a director to all Restoring Hope events, ministries, and strategies of the congregation. Cooperates with the entire professional and volunteer staff in order to assist members of Trinity Klein Lutheran Church to achieve our Mission Statement. Organize and deploy an effective ministry.

Essential Job Functions

1	Responsible for training and equipping leaders to share God through Restoring Hope events and activities.
2	Work with the Senior Pastor, Chief of Staff and Mission board to align the Restoring Hope Ministry with the church mission & vision.
3	Coordinate and facilitate monthly meetings with the Restoring Hope Advisory Council.
4	Serve as liaison between staff, the Restoring Hope Advisory Council and the Mission Board.
5	Care for, counsel and pray with the hurting people in our community.
6	Partner with the Finance Director and Chief of Staff on Restoring Hope budget.
7	Partner with the Communications Coordinator to publicize, inform and invite participation in Restoring Hope community outreach activities.
8	Coordinate Restoring Hope Projects with the Trinity Klein school.

9	Work with the benevolence coordinator on meeting the needs of individuals needing financial assistance.
10	Work with the food pantry assistant on meeting the needs of our food pantry families.
11	Work with the food pantry coordinator on organizing the inventory and obtaining in kind donations to the food pantry.
12	Recruit, organize, train and communicate with Restoring Hope volunteers.
13	Maintain and steward current and possible donors.
14	Facilitate volunteer and donor appreciation.
15	Coordinate yearly Restoring Hope fundraiser.
16	Work with grant writer on grant submissions on behalf of Restoring Hope.
17	Work with Chief of Staff and finance director on disaster relief funds.
18	Work with IT department on forms, database management, and website needs for the Restoring Hope Ministry.
19	Other duties as assigned by the senior pastor.

Core Competencies	
Communication	Excellent people skills and the ability to relate comfortably with a wide variety of personalities. Able to communicate a Christ-like compassionate response to those who are hurting and in need.
Team Work	Must be able to participate in and contribute towards a healthy team ministry.
Problem Solving	Must be able to look for solutions to obstacles for the sake of ministry health and encouragement especially for lay leaders.
Self-Management	Needs to be strong in time management and completion management. Able to set goals and achieve them.
Planning/Organization	Ability to assess priorities and effectively manage multiple programs as well as the ability to help others plan and organize.
Technology	Proficient using modern technology to spread the Good News of Jesus with the lost. This technology would include but not be limited to, social media such as Facebook and Instagram, Video technologies, and web-based applications. Familiarity with marketing, accounting, and database software.
Learning	Willingness to seek formal, professional education and attend training workshops/conferences to increase skills and gain greater expertise
Initiative	Needs strong self-starter instincts and have an entrepreneurial spirit.
Passion	Has a strong passion for helping others in times of need while leading with the Gospel of Christ. A passion for equipping disciples of Christ to SHARE through words and mission ministry.
Spiritual	Needs to be both committed to the Lord and His Kingdom by word and example, and model Christ's love by demonstrating caring, empathy and concern for the members of our church and others in our community.

Requirements (Education/Skill/Personal and Spiritual)	
1	High School Diploma required
2	Four year college degree preferred
3	Experience in areas of benevolence and/or mission work
4	Computer knowledge of Windows, Mac, Excel and Microsoft office
5	Must be able to meet with people of all classes, races, and values without prejudice and assess their needs without looking down upon them. Infuse value into them as God's dearly loved.
6	Background check required