



Director of Community Engagement and Play
(Salaried/Exempt/Full Time)

Job Description

The Director of Community Engagement and Play is responsible for all aspects of the exciting growing-edge Community Engagement and Play ministries of the church, as well as young adult ministries. This person should be an inspired, flexible and creative problem solver, with a joy for ministry and a heart for the "least of these."

The following functions are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned. All functions are accomplished in conjunction with program staff, the Session and the appropriate committees as assigned by the Senior Pastor.

General

- Oversee and vision with ministries that fall under the Community Engagement and Play umbrellas
- Recruit, train, and support ministry teams and volunteers for all pertinent programs and special events
- Coordinate and align departmental work with other ministries of the church
- Coordinate and vision in calendar planning with the rest of the staff
- Collaborate with other program staff on cross-ministry events
- Manage expenses and budgeting for Community Engagement and Play
- Uphold the mission statement of Canyon Creek Presbyterian Church

Community Engagement

- Plan and implement local, regional, and international mission and outreach initiatives, with emphasis on the Matthew 25 initiatives
- Implement new initiatives for community engagement that addresses short-term, intermediate, and long-term community needs while providing plans for long-term sustainability
- Work collaboratively with groups, agencies, and organizations to enhance the well-being of the surrounding community
- Represent Canyon Creek by being an active and visible participant in the life of the surrounding community
- Serve as the staff resource to the Community Engagement Committee
- Help foster a sense of community awareness among church membership

Congregational Play

- Help foster a culture of play within the church in relationship with God and one another
- Serve as the staff resource to the Play Committee
- Plan fellowship and life-giving congregational events (concerts, lunches, seasonal celebrations, etc.)

Young Adult Ministry

- Serve as the staff person responsible for ministering with/to the young adults
- Develop and implement programs and experiences that help young adults in the church grow and put their faith into practice, both in and beyond the life of the church (Retreats, regular gatherings, etc.)
- Reach out to and include visiting and prospective young adults
- Research and pursue additional outside funding for young adult programming as appropriate

Additional Job Functions

- Attend staff meetings as assigned
- Teach occasionally when appropriate
- Ensure background checks are filed for all volunteers as required per the CCPC Child Protection Policy
- Ensure that appropriate website pages are up to date
- Help with promotion of events on the church website, Realm, eSpirit, and other social media
- Any other duties as requested by the Senior Pastor

Organizational Structure

Immediate Supervisor:	Senior Pastor
Reports to this Position:	N/A
Workers with Similar Responsibilities:	Associate Pastor for Congregational Life Director of Music Ministries

Universal Competency Requirements

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210th General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.

2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

Core Competency Requirements

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.

Approved by Personnel Committee: March 8, 2023