



JOB DESCRIPTION

POSITION: Ministry Director

CAMPUS: Garfield Park, 2802 Shelby St, Indianapolis, IN 46203

TYPE: Full time, salary, exempt

OVERVIEW

Trinity Church is a growing, vibrant community of people – one church in multiple locations (campuses) – that seek to *Love God, Love Others, and Help Others to Know and Love God*. Trinity Church operates within a “sent” model of ministry, where every person knows to whom they are sent and is equipped to go to whom they are sent. Every Trinity team member is responsible for helping people take next steps on our Mobilization Pathway. The Garfield Park Ministry Director works under the direction of and is accountable to the Executive Pastor in support of the vision, mission, and core values of Trinity Church. The Ministry Director is specifically responsible for the overall operation of the Garfield Park campus ministry, facility, and administration. Because we believe in incarnational ministry, the Ministry Director will live in the Garfield Park community.

RESPONSIBILITIES

External

- Multiply the reach of the gospel in the Garfield Park community, particularly through compassionate ministry to those experiencing poverty.
- Personally share the gospel with community members who do not have a personal relationship with Jesus Christ – in other words, know to whom you are sent.
- Create ministry strategies that help people take next steps on the Mobilization Pathway, especially focusing on meeting immediate physical needs by leveraging available social services.
- Foster trust with individuals to gain influence for spiritual formation and shepherding.
- Build positive relationships with community leaders (schools, gov’t agencies, businesses, organizations, etc.) to cultivate opportunities for influence and outreach.
- Represent Trinity Church in a way that reflects positively on the church and exemplifies a Christ-like spirit.
- Recruit, equip and develop lay leaders and a volunteer team from the community, and within Trinity congregations to support ministry programming and initiatives.
- In cooperation with Trinity pastoral staff, ensure that those who come in contact with the Garfield Park campus receive pastoral care (visitation, prayer, counsel, etc.)
- Maintain strict personal and professional boundaries, especially in the unique context created by the realities of poverty and homelessness.

Internal

- Seek God’s direction, and work with leadership to develop goals and strategies to fulfill the vision and mission of Trinity.
- Practice regular self and ministry evaluation and reflection to ensure vision alignment and effectiveness of the ministry program.

- Secure grant funding to support the ministry by finding available grants, writing grant proposals, and completing the steps necessary to administer and steward the funds.
- Vigilantly uphold safety and security standards in accordance with established church policies regarding the general congregation and in particular, the care of minors.
- Manage financial resources within approved budgets and guidelines.
- Work collaboratively with Trinity staff in ministry development and planning, sharing resources and providing mutual support.
- Report to and meet regularly with the Executive Pastor to plan, evaluate, and align ministry.
- Attend staff meetings as required.
- Practice healthy self-care through spiritual disciplines, including Sabbath and regular spiritual retreats.
- Be an active participant in the life of Trinity Church through regular worship attendance, participation in a small group, serving, and tithing.
- Care for the maintenance of the Garfield Park facility

COMPETENCIES

- Passion and call to work hard for the spiritual transformation of individuals
- High-energy personality and a high-capacity work ethic
- Strong understanding of the social services system and how to connect people to existing agencies
- Demonstrated ability to build a team to lead, motivate, and empower others to lead and accomplish ministry and organizational tasks
- Self-starter who works with minimal supervision while submitting to accountability
- Strong problem-solving capabilities with the confidence to make administrative and procedural judgments and decisions
- High level of integrity and trust for handling confidential and personal information
- Ability to function well in a team environment
- Clear understanding of the diverse needs of the marginalized and underserved
- Superior interpersonal skills, including written and verbal communications
- Ability to adapt and thrive in an environment of change
- Highly adaptable to new software, applications, and technology

QUALIFICATIONS

- Bachelor's Degree in Social Work, Community Development, or related field
- Be a member of a local Wesleyan Church or other doctrinally aligned denomination, and be willing to become a member of Trinity Church.
- Be committed to live in the Garfield Park community.
- Three+ years of successful ministry or work in similar context – urban, poor, marginalized, underserved – with a track record of growing programs, teams, and outreach.

**To apply, send resume to
Matthew Hines, Executive Pastor
mhines@encountertrinity.com**