

Shared Ministry Position Description: People Team Leader

Primary Purpose:

This position leads the People Team to shepherd the process of engaging, training, supporting and recognizing our volunteers and staff. Leads team to establish short-term objectives and action plans that align with the long-term objectives determined by the Governing Body.

Primary responsibilities include:

Planning

- Attends Governing Body meetings to establish long-range plans that align with EUCC's vision and mission.
- Recruits and supports People Team members (3-5) for purposes of short-term planning.
- Leads the development of short-term objectives and action plans for the team that are in alignment with Governing Body's long-term objectives.
- Identifies and supports Ministry Circles to perform ongoing tasks for the successful operation of the church as well as enabling initiatives identified by the team.
- Responsible for reporting the team status and progress to the Governing Body and the congregation.

Leadership

- Leads succession planning initiative to identify nominees for the Governing Body and Fiscal Committee.
- Identifies potential leaders, coordinates opportunities to develop their skills, and provides training and support.
- Coordinates the on-boarding process for new Governing Body members.

Recruitment, Training & Support

- Works with staff, Conveners, and Team Leaders to identify recruitment and training needs of volunteers and staff.
- Leads the hiring process for new staff members.
- Develops strategies and events to engage volunteers on an ongoing basis.
- Develops or identifies training resources to meet the needs of staff and volunteers.
- Coordinates gifts of recognition and appreciation events for volunteers.
- Provides pastoral and staff support.

Administration

- Manages and ensures adherence to employment laws, policies, and procedures to support a safe church environment.
- Ensures our member database is populated with the talents and interests of our members for use by staff, Conveners, and Team Leaders.
- Writes and maintains position descriptions for staff and volunteer positions.

Fiscal

- Responsible for establishing the annual budget for the team and communicates to the Financial Services Team.
- Research and make salary recommendations to ensure all paid fairly.

Qualities:

- § Listens to others
- § Has familiarity with the organization and structure of the church
- § Demonstrates commitment to the church's mission and ministry
- § Appreciates people and their gifts
- § Shows willingness to learn
- § Maintains confidentiality
- § Encourages dialogue and is open to new ideas and new ways of looking at things
- § Strives to make team member's experience as rewarding as possible.