



# Spring Creek Baptist Church

## Home Visiting Initiative Director

### Job Description

#### Mission

*Serving Christ wholeheartedly; Building community intentionally; Making disciples creatively*

#### Vision

*Spring Creek Baptist Church's ministry is founded on biblical principles as demonstrated by the life, death, and resurrection of Jesus the Christ.*

*We are passionate about justice and truth as we endeavor to help people understand who Jesus is, as they move forward in their life's journey. We serve in the spirit of excellence with integrity and compassion for our community, nation, and world.*

*We intentionally seek to partner with people who are suffering and to meet them at their point of need. We will be forever guided by the demonstration of unconditional love as we minister and serve with the utmost dignity and respect. We will not waver from this goal.*

<b>MINISTRY:</b>	<b>Christian Education</b>
<b>REPORTS TO:</b>	<b>Senior Pastor / Steering Committee</b>
<b>STATUS:</b>	<b>Full-time</b>
<b>SCHEDULE:</b>	<b>Monday – Friday, 40 hours per week</b>
<b>EVALUATION PERIOD:</b>	<b>N/A</b>
<b>Deadline:</b>	<b>October 9, 2023</b>

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### Summary:

The Spring Creek's Home Visiting Initiative Director (HVID) is responsible for overseeing and managing the church's home visiting program, which aims to be centered in embracing and sharing Christian faith with the Creek children. As a church community it is important that all its families know and understand how to direct children in a way that helps them see the value of a life walking with God in the saving knowledge of Jesus the Christ. This person will support the planning, implementation, and on-going evaluation of Spring Creek's Home Visit Initiative. This person shall support the mission and vision of the church, adhere to the guidelines, policies and spiritual position of the church as stated in its Constitution and By-Laws and Covenant.

#### Key Areas of Responsibility

1. Develop milestones and metrics for each year of the program.
2. Coordinate Home Visit Schedule: Recruiting Families to serve in our first cohort and ensuring effective communication with the participants and maintaining a well-organized visitation schedule.
3. Work collaboratively with the Diaconate to develop a pipeline from Deacon to Family Partner
4. Build Relationships: Develop and nurture strong relationships with church members and attendees by demonstrating care, empathy, and understanding. Show genuine interest in their lives, challenges, and spiritual growth.
5. Assess Needs: Conduct annual congregational needs assessment to ascertain program impact and effectiveness.
6. Engage all participating and recruited families. Listen attentively to individuals' concerns and needs, understanding their unique circumstances, and effectively communicating any identified needs to the pastoral team or appropriate church leadership.
7. Engage, orient and manage the initiative steering committee.

8. Record Keeping: Maintain accurate and up-to-date records of home visitation activities, including visit schedules, visitation reports, and any relevant information shared during the visits.
9. Coordinate Volunteers: Recruit, train, and coordinate Family Partners to assist with home visits, ensuring they are equipped to provide appropriate support and follow visitation protocols.
10. Collaborate with Pastoral Staff: Work closely with the pastoral team and training staff to discuss visitation strategies, provide updates on congregants' needs, and share feedback from home visits.
11. Confidentiality: Handle all information gathered during home visits with utmost confidentiality, respecting the privacy and trust of the individuals and families visited.
12. Follow-Up: Ensure appropriate follow-up actions are taken after home visits, including connecting individuals with appropriate church ministries, resources, or support networks as needed.
13. Participate in Church Activities: Actively participate in church events and services to maintain a strong connection with the congregation and stay informed about their needs.
14. Evaluation: Develop robust evaluation system to monitor visits, communicate data and measure impact for the HV Initiative. Implement data collection platform. Train team to collect appropriate data.
15. Oversee and manage initiative budget.
16. Provide periodic reports to Pastor, Steering Committee, Spring Creek Congregation and Funder as required/requested.

### **Minimum Qualifications**

Bachelor's degree in administration, higher education, communication, technology field, project management or related field or four (4) years of progressively responsible, professional experience related to program management or project management.

### **Knowledge, Skills, and Abilities**

Knowledge of:

- Christian faith, doctrine, and beliefs.
- Leadership and managerial principles.
- Resource allocation.
- Budgeting principles and financial management practices.
- Customer service principles and practices.

Skilled in:

- Pastoral or counseling experience
- Gathering, analyzing, and interpreting data.
- Creating, implementing, and using project management tools.
- Utilizing computer technology used for communication, data gathering and reporting.
- Applying innovative thinking to problem solving and strategy.
- Public speaking.
- Understanding change and sensitive topics.
- Leadership and decision making.
- Empathizing and connecting with people from diverse backgrounds.

Able to:

- Motivate and influence others in a positive manner.
- Forecast issues and consequences or proposed actions and identify alternate solutions.
- Work collaboratively and facilitate groups.
- Think critically and strategically.
- Communicate clearly and effectively, both verbally and in writing.
- Maintain confidentiality.
- Adapt to change while simultaneously maintaining focus on objectives and envisioning the bigger picture.
- Strong teamwork to work effectively with the pastoral staff, volunteers, community and denominational partners.

### **Work Environment and Physical Requirements**

Work is generally performed in an office environment with frequent interruptions, irregularities in the work schedule, and occasional traveling.

### **Application Process**

**To apply, please fill out application, submit your resume, a cover letter outlining your relevant experience and approach to training for a home visiting within a church context, three (3) references and two (2) recommendations. Shortlisted candidates will be invited for an interview.**

Online application can be found on the church website: [www.myscbc.org](http://www.myscbc.org) or click [Application](#)