

# **Bendigo Baptist Church (BBC)**

## **Director of Community Care – Position Description**

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### **Mission & Vision:**

Bendigo Baptist Church is committed to the **mission** of: *'Following Jesus... Changing Our World'* (Matthew 28:19-20). Our **vision** for BBC is: *'A caring, multi-generational community of empowered believers impacting our community and beyond.'*

### **Staff:**

The primary task of the staff of Bendigo Baptist Church is to empower God's people for service (Eph 4:11-13), thereby cultivating a community of empowered ministers, not a congregation of expectant observers.

We expect staff members to be Christians who place high value on mentoring, modelling, training, coaching, sharing ministry, encouraging leaders, guiding, clearly communicating and enabling others in ministry.

We want our staff team to be learning and listening leaders who will give a strong lead in strategising, developing teams, taking risks and advancing the ministry of the church. Ministry at BBC demands a strong commitment to team spirit, consensus building and loyalty.

### **Essential Qualities:**

The Director of Community Care will:-

1. Be a committed Christian who, upon appointment, will become a member of Bendigo Baptist Church.
2. Be in full agreement with the mission, vision and values of BBC.
3. Possess tertiary qualifications in a relevant field, e.g. community development, social work, theology. Experience and understanding of relevant government requirements for NFP organizations would be desirable
4. Possess highly developed written and verbal communication skills. Demonstrated research skills would be desirable
5. Attend and contribute to discussion groups, conferences, professional forums etc
6. Be able to work in harmony with and for the mutual benefit of those in all ministries of the church
7. Be proven in understanding financial reports and managing budgets

8. Display the following personal qualities:

- i. A person who demonstrates the love of God in their daily walk.
- ii. Highly developed people-management and interpersonal skills, including the ability to work effectively with people from a range of social, cultural and theological backgrounds and perspectives
- iii. Effective in mediation, negotiation and conflict resolution
- iv. A team-orientated leader, using a collaborative and consultative style of leadership
- v. Self motivated with the ability to work in unsupervised situations
- vi. Desirous of continual learning and growth.
- vii. An active compassion for those who have not yet come into a knowledge of the saving grace of Jesus Christ
- viii. Committed to ongoing personal growth through prayer, worship, bible study and fellowship
- ix. Seeking to follow the examples and principles of Jesus

**Position Purpose:**

The Director will be employed by Bendigo Baptist Community Care Inc., a not-for-profit incorporated association. It is anticipated that the appointed person would uphold the values held by the Bendigo Baptist Church, and that the role would reflect the vision of the Community Care Centre, that is, *to facilitate programs and activities that respond to identified community needs, and that seek to build stronger families and communities.*

The general role and activities of the Community Care Director will include the following:

1. Investigate and bring recommendations regarding the feasibility of the proposed Community Care Centre next to BBC.
2. Facilitate communication (especially during the establishment phase of the Community Care Centre) between service partners including Bapcare, Gilead Counseling, autism and disability services, playgroups, and any other relevant stakeholders such as local schools, community groups and government authorities.
3. In conjunction with key stakeholders, oversee the development, establishment and coordination of programs or activities that build strong families and meet identified community needs including:

- i. Expansion and enhancement of existing Bendigo Baptist playgroups to better meet unmet community need
  - ii. Commencement of relevant and appropriate parenting programs such as *Toolbox*
  - iii. Provide early intervention programs focused on prevention, to improve family relationships and enhance early childhood development
  - iv. Necessary assistance for Karen refugees and other disadvantaged ethnic groups in the Greater Bendigo region
  - v. Ongoing commitment to discover and develop new programs that meet community needs
4. Provide leadership and oversight to key leaders and participate in weekly and monthly senior staff meetings
5. Oversee, develop, hold accountable and support all staff (volunteer / paid) serving in this department
6. Prepare media releases and related marketing materials regarding community programs, volunteer opportunities and program outcomes
7. Review and evaluate existing and proposed community ministry initiatives as to their design, direction, operating effectiveness and sustainability. Generate reports and recommendations regarding the establishment, improvements and re-alignments etc of such initiatives.
8. Collaborate with Baptcare and local agencies to procure support for community ministry initiatives.
9. Provide formal and informal feedback of activities and outcomes to the Senior Pastor

### **Performance Management:**

The Director of Community Care will be on a six month probation period. The Director of Community Care will participate in a performance appraisal after 6 months and then annually to be conducted by the Senior Pastor and a representative from Council. The employer and employee may also request these at any time. Performance will be measured against key result areas such as those detailed throughout the position purpose.

### **Terms of Appointment:**

The Director of Community Care will be responsible to the church through the Senior Pastor and Church Council.

This position is a non-award position, and salary and conditions will be set taking into account the skills, qualifications and experience of the successful applicant.