



## Ministry Description

### Volunteer Church and Community Relations Coordinator

*Reports to Regional Ministry Leader or Area Coordinator*

#### Summary

Develop and lead a team of Church & Community Relations volunteers to mobilise and equip Christian churches in designated area to become actively involved in sharing the hope of Jesus Christ through Operation Christmas Child (OCC).

#### Primary Responsibilities

- Recruit and select an interdenominational Church & Community Relations Team of qualified volunteers to enlist churches and groups with the purpose of increasing participation and shoebox generation
- Lead, equip, and train the Church & Community Relations Team in line with High Impact principles and Biblical foundations
- Develop Ministry Plan and goals with support of Area Coordinator and Church Relations Team
- Encourage Church & Community Relations Team to follow up with each participant church & group to determine if they had a positive experience, received needed resources, and to ensure the church/group future participation in the project
- Ensure that records of church & group participation and contact information for all Project Leaders are maintained for the Area Team
- Provide monthly updates to Area Team leadership

#### Qualifications

Spiritually mature Christian with strong interpersonal, organisational, and communication skills. Must be connected to and knowledgeable of their designated geographic area and be committed to the ministry goals of Samaritan's Purse/OCC. Must be sensitive to the various Christian denominational differences. Must be a minimum of 16 years of age to be selected into a position and serve on an Area Team. Parental consent is required for all volunteers under the age of 18. Hold a Working with Children Check relevant for their state/region.

**Regular access to an individual email account and MyOCC is required.**

#### Training Expectations

- Complete required in-person and online training
- Attend regional events and Area Team meetings
- Attend annual Connect Conference (encouraged)

#### Volunteer Time Commitment

- Ideally a volunteer term for a one year period.
- May require a time commitment of 2 to 5 hours per week, possibly increasing during peak months.
- Volunteer role is re-evaluated annually and can continue by mutual agreement.