Director, Community Crossroads Ministries Job Description

First Presbyterian Church of Fort Worth

Position:	Director, Community Crossroads Ministries	Reports To:	Associate Pastor for Mission and Outreach
FLSA Status:	Salaried, Ministerial Exception	Schedule:	Full-time
Location: 1516 Hemphill St., Fort Worth, TX 76104			

To apply, email resume to HR@fpcfw.org

Opportunity:

The Community Crossroads Director provides ministry leadership for First Presbyterian Church's community outreach and service ministries, advancing the Church's mission of "Inspiring Disciples, Engaging the World." This role translates the Church's Christian faith, mission, and values into ministry programs and partnerships while equipping staff, members, and volunteers to serve the congregation and community. The Director also provides strategic, operational, and people leadership to ensure Community Crossroads effectively fulfills its ministry mission.

Contributions that Define Impact:

The essential functions listed here are representative of those that must be met to successfully perform the job.

- Advance the vision of First Presbyterian Church, "Inspiring Disciples, Engaging the World," by providing leadership for Community Crossroads and its ministries as an expression of the Church's worship, discipleship, fellowship, outreach, and mission ministries
- Translate the Church's faith, mission, vision, and core values into ministry strategy, programs, services, relationships, and community outreach, ensuring Community Crossroads reflects congregational priorities and the Church's calling to engage the world
- Oversee the day-to-day operations of Community Crossroads, ensuring the effective coordination of programs, staffing, scheduling, supplies, inventory, budgets, documentation, reporting, safety, compliance, and the responsible stewardship of Church resources
- Collaborate with clergy, Church leadership, staff, committees, ministry teams, volunteers, members, and community partners to develop, coordinate, and sustain ministries that fulfill the Church's mission
- Lead, supervise, coach, and develop employees, establishing expectations, providing feedback, addressing performance concerns, encouraging growth, and maintaining accountability
- Provide overall leadership and accountability for Community Crossroads, including its ministries, programs, people, resources, partnerships, and operations, ensuring they reflect the Church's mission and commitment to compassionate service
- Develop and implement ministry strategies and priorities for Community Crossroads in alignment with the Church's congregational goals, community needs, and available resources; evaluate ministry effectiveness and recommend improvements
- Provide oversight of the Community Crossroads building, facilities, equipment, and physical environment, ensuring the space is safe, clean, secure, functional, accessible, and ready to support daily ministry
- Equip and engage members and volunteers in the Church's mission and ministry, including worship, outreach, service, volunteerism, and community engagement
- Cultivate relationships and build consensus among clergy, Church leadership, staff, members, volunteers, ministry teams, committees, community partners, and neighbors to strengthen ministry collaboration, engagement, and outreach
- Ensure operational readiness and effective response to emerging needs as needed, including reporting facility issues and supply shortages, staffing challenges, safety concerns, and other situations requiring timely assessment, sound judgment, and coordination with Church leadership and maintenance team
- Uphold the Church's commitment to treating every person with dignity, compassion, fairness, and respect

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- Manage Community Crossroads budgets and resources in alignment with ministry priorities, congregational goals, and responsible stewardship practices
- Establish and maintain systems, procedures, and standards that support consistent daily operations, effective stewardship of resources, regulatory and policy compliance, and the safety and well-being of staff, volunteers, program participants, and visitors
- Build and sustain a collaborative, inclusive, and mission-centered team culture that promotes professionalism, positive relationships, accountability, and effective service to the community and neighbors
- Partner with Communications, clergy, committees, and ministry teams to effectively communicate Community Crossroads programs, ministry opportunities, community impact, and needs to the congregation and broader community
- Maintain professional relationships with key internal and external partners, building partnerships and consensus that advance "One First Pres" and the Church's mission and outreach
- Interpret and apply Church policies and applicable program, contractual, safety, and operational requirements while maintaining an environment consistent with the Church's ministry and mission
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)'s theological beliefs and standards and participate in the Great Ends of the church (*Book of Order* in F-1.0304*)
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contributes to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Bachelor's degree in ministry, theology, religious studies, nonprofit management, community development, social services, organizational leadership, or a related field; or an equivalent combination of education, ministry training, and relevant experience
- Four (4) or more years of experience in nonprofit/community outreach, Christian ministry, volunteer ministry, social work, or a related service-oriented environment
- Two (2) or more years of experience supervising, coaching, developing, and holding employees accountable for performance
- Familiarity with local social service organizations, partner agencies, and community centers
- Demonstrated understanding of and alignment with the mission, values, and ministry of a Christian congregation, with willingness to learn and understand PC (U.S.A.) beliefs, governance, practices, and mission
- Experience managing budgets, resources, facilities, compliance requirements, and operational processes
- Proficiency in Microsoft Office
- Spanish proficiency and Licensed Clinical Social Worker or Licensed Clinical Social Worker Associate Certifications are highly preferred
- Experience overseeing food pantry, hunger-relief, homelessness, or other community-serving programs is preferred

Knowledge, Skills & Abilities

- Knowledge of Christian ministry and congregational and community-based ministry practices, including worship, discipleship, fellowship, service, outreach, volunteer engagement, mission, and ministry program development
- Ability to translate the Church's faith, mission, vision, and congregational priorities into strategic ministry goals, programs, resource decisions, and measurable outcomes for Community Crossroads

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- Knowledge of strategic planning, program development, organizational effectiveness, change management, budget management, resource stewardship, program evaluation, and operational risk management
- Strong leadership, coaching, communication, relationship-building, conflict-resolution, and consensus-building skills
- Understanding of the needs and challenges faced by individuals and families experiencing food insecurity, homelessness, poverty, or other significant life challenges
- Ability to work effectively in a fast-paced environment involving competing priorities, noise, and emergent situations while maintaining the safety and security of people
- Ability to balance ministry, congregational, community, employee, financial, and operational priorities and exercise sound judgment in sensitive situations
- Ability to ensure compliance with established Church policies, ministry protocols, safety requirements, and applicable operational requirements while maintaining a compassionate ministry environment
- Strong verbal and written communication skills, including the ability to communicate ministry priorities, expectations, decisions, and outcomes to diverse audiences
- Ability to maintain professionalism, discretion, confidentiality, and appropriate boundaries in sensitive ministry and personnel matters
- Ability to work a flexible schedule, including evenings and weekends, as ministry needs require
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Physical Requirements:

The physical demands reflect requirements to successfully perform the essential job functions.

- Constant movement throughout the building and property and ability to frequently sit, stand, walk, stoop, kneel, bend, crouch, twist, squat, push/pull, and move up to 40 pounds regularly. Digital dexterity and ability to reach are required to assemble, retrieve, and replace things
- Close visual acuity to perform activities, such as reading, preparing and analyzing data, proofreading, hazard identification, counting, and overall assessment
- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments

Team:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

We welcome all qualified candidates eligible to work in the United States without visa sponsorship.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at $65,000, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

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- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Paid time off includes PTO, 10 holidays, paid parental leave, and more
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

By signing below, I acknowledge that I have received and reviewed this job description, understand the requirements and expectations of this position, and can perform the essential functions described. I understand this job description does not constitute an employment contract and may be subject to change without notice.

_____ _____

Employee Employee Signature Date

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