

Arcola United Methodist Church

Director of Serve Position Description **(Non-Exempt)**

Updated 4/23/2026

The purpose of Arcola Church is to make disciples of Jesus Christ for the transformation of the world. We are guided by compassion, servanthood and excellence in this work. We work to support the Church's vision of helping God's people grow in wisdom and in wholeness. As disciples of Jesus Christ, we seek to become more like Him every day, through these practices - Worship, Grow, Serve, Give and Share.

Position: Director of Serve

Hours: 15 hours per week

Supervision: Reports directly to the Executive Director who will provide annual evaluation of performance

Job Summary:

The Director of Serve shall oversee the development, planning, and implementation of local, national, and international outreach mission opportunities to enable and fulfill Arcola Church's mission and vision. This individual will be a creative, innovative, strategic thinker and a results-driven team leader and administrator.

Essential Responsibilities and Expectations:

Churchwide

- Support the church's purpose of making disciples of Jesus Christ for the transformation of the world guided by compassion, servanthood and excellence
- Advance the church's vision to help God's people grow in wisdom and in wholeness
- Engage in the "five essential practices" of Christian life: worship, study, serve, give and share
- Foster a welcoming, safe and diverse environment in line with the church's mission

Position Specific

- Develop and implement a comprehensive strategy to engage the congregation in missions and community outreach.
- Recruit, manage, motivate, train, equip and retain leaders and volunteers for mission work locally, nationally, and internationally
- Build partnerships with schools in the Arcola Community and work with Family Liaisons to meet the physical needs of their students
- Communicate effectively with staff, volunteers, and congregants
- Manage assigned budget
- Meet regularly with the Executive Care-Serve Team
- Attend all staff, council and charge conference meetings and other staff events
- Be present on Sunday mornings
- Be a visible and engaged presence in the Arcola Church community

Competencies:

- Community Partnering – understands the community in which we serve, establishes community relationships and represents the church in the broader community
- Team Building – forms highly effective teams, whether supervised or informal, where individuals with diverse skills achieve ambitious goals
- Adapting – remains flexible and modifies behaviors quickly to help the church meet the dynamic needs of congregants and staff
- Problem Solving – makes good decisions quickly, solves problems effectively to help move the church forward
- Collaborating – shares knowledge, builds partnerships and promotes a culture of thinking from the users' perspective while working across divisions to meet shared goals and objectives
- Communicating – develops and delivers clear communications (verbal and written) that meet the unique needs of different audiences

Qualifications:

- Experience managing teams (leaders and/or volunteers)
- Highly detail-oriented with a strong commitment to accuracy and follow-through
- Ability to plan, develop, coordinate, manage, and implement programs
- Strong interpersonal skills and a proven ability to work effectively with adults, youth, children, volunteers and staff/ministries of the church
- Knowledge of community organizations
- Ability to maintain the confidentiality of guests personal information
- Able to perform the physical demands of the role, including carrying donated items and tables for event set-up

Salary: \$31.49/per hour

Benefits: None

The Arcola UMC Employee Handbook sets forth the core values, staff attributes, church engagement expectations, personnel policies, procedures, benefits, rules of conduct and reporting responsibilities. All policies are incorporated herein.