

Position Available: Director of The Open Door (Soup Kitchen) and Second Blessing Thrift Shop - Waynesville, NC

The Open Door is a ministry of Long's Chapel UMC, supported by the community of Haywood County. Its mission is: "To help restore hope and self-worth to all who come through our doors, as they encounter the love and delivering power of Jesus Christ."

The next Director must:

1. Be a person who has a relationship with Jesus Christ and be sensitive to the needs of the marginalized.
2. Be a leader with an ability to plan and promote "The Open Door" to the community through area churches, civic organizations, and the business community.
3. Direct the staff, Ministry Team, and volunteers that serve The Open Door.
4. Supervise the scheduling, training, and oversight of all volunteers.
5. Help to provide and find additional resources for people "in need" of food, clothing, housing, medical, counseling, spiritual support, and other basic needs.

If interested please send letter of interest and resume before March 15 to Lynn Carpenter at officemgr@longschapel.com.

Full Time Position \$32,500 to \$45,000

Health Insurance

6.5% Retirement Match

Websites:

<http://longschapel.com>

<http://opendoor-waynesville.org>

Complete Job Description:

Long's Chapel United Methodist Church

Director of The Open Door

Revision Date:

Essential Functions:

- This person must have a vital relationship with Jesus Christ and be sensitive to the needs of the marginalized and be able to plan and promote The Open Door in order to advance the mission of Long's Chapel UMC.
- To provide the highest quality of dedicated and faith-oriented support to the staff and volunteers of The Open Door.

- To assume responsibility for the leadership of The Open Door while being a source of Christian support in keeping with the expectations of The United Methodist Church, its current *Book of Discipline*, and the mission, vision and values of Long's Chapel UMC.
- To work with the Ministry Team in implementing a vision of The Open Door which is consistent with the leadership of the Senior Pastor and the Church Council.
- To work closely with other Christian non-profits and social service agencies, including partnership with the Haywood Christian Emergency Shelter, to network our combined resources to meet the needs of the people of Haywood County.

Major Duties and Responsibilities:

Job responsibilities include but are not limited to:

1. To be a spiritual presence and provide prayer support for the entire ministry setting the tone for an environment that honors Christ in all things.
2. To be a welcoming presence to all those who enter our doors in need, providing for them pastoral care and spiritual encouragement.
3. To provide leadership for the Ministry Team, equipping them for their responsibilities and working with them to formulate and implement the vision of The Open Door.
4. To offer guidance and direction to the Ministry Team with budget proposal and preparation and to stay within yearly budget.
5. To create an atmosphere that is warm and inviting for the volunteers to perform their ministry.
6. To cultivate good relationships with the community and to promote the ministry of The Open Door through area churches, civic organizations and businesses.
7. Intentionally seek opportunities to promote The Open Door through speaking engagements.
8. To provide creative oversight to the entire ministry, looking for ways to better serve our community.
9. Supervise all staff with support and training to assist them to fulfill their duties for The Open Door and The Second Blessing Thrift Shop.
10. Supervise the scheduling, training and oversight of all volunteers.
11. Assist cooks and servers and properly equip them for their tasks.

Responsibility Details:

1. Be on site Monday – Friday.
2. When off site during business hours, arranging proper oversight for the operation of the ministry.
3. Supervise the daily planning of meals and cleanliness of the facility.
4. Oversee the purchase of all necessary commodities needed to successfully fulfill the daily operations.
5. Give general oversight to the Second Blessing Thrift Shop.
6. Supervise and give oversight to office procedures and administration.
7. Be reasonably available for ministry to those who seek our support tangibly, emotionally, and spiritually.
8. Provide a safe and secure environment for everyone present at The Open Door and The Second Blessing Thrift Shop, by taking necessary measures to ensure the same.
9. In cooperation with the Ministry Team, approve and supervise all programs and ministries of The Open Door.
10. Give oversight and leadership to all existing annual events including, but not limited to, Volunteer Appreciation Day, The Empty Bowl Fundraiser, U.S. Postal Service Food Drive, Ministry Team retreats and other fundraisers.

Qualifications:

Nothing listed.

Job Relationships:

A. **Reports to:** Senior Pastor

B. **Staff Supervision:**

- Assistant Director
- Thrift Shop Manager
- Thrift Shop Assistant Manager
- Office Assistant
- Thrift Shop personnel
- Kitchen/Dining Room personnel

C. **Interrelationships:**

- Ministry Team
- Church Council

The above job description reflects the major qualifications and requirements of the position of Director for The Open Door. It is not intended to be a detailed description of all work requirements or duties that may be inherent in the job nor shall it be construed as giving exclusive title to every function described.