

Position Description
South Congregational Church
Project Manager, Bless Project

Supported by the Calvin Institute of Christian Worship, Worshipping Communities Grant

Reports to: Pastor
Time Frame: Feb 15, 2025 to Dec 30 2025 for a total of apx 130 hours.
Status: Stipend (non-exempt, part time)
Stipend: \$2,000

Project Overview

The “Bless” project is made possible by a grant from the Calvin Institute of Christian Worship in partnership with the Lilly Foundation. Our project is to cultivate the art of blessing and to provide opportunities for people to bless or be blessed. It involves several events (ie Opening Night, the Night of Blessing) and interactive projects (the Bless Booth, The Bless Tapestry)

Essential Functions

- Meet periodically with the Pastor and Bless Teams to manage the project as defined in the grant (see attached) or as modified by the Teams and Pastor.
- Work with Pastor and the Church’s Communication Coordinator to publicize the grant and associated events.
- Order materials related to the project and coordinate their pickup.
- Attend the Team meetings and support Teams as they design and implement their respective parts of the project.
- Serve as liaison between Teams to Coordinate efforts
- Create and monitor appropriate “Sign up genius”s
- Keep records of expenses, work with Pastor and Treasurer to ensure expenses align with the Budget
- Manage the Grant Budget, work with Pastor to modify it where necessary.
- Document the project, collecting appropriate documents and photos.
- Coordinate the Teams and volunteers.

Qualifications

- Excellent writing, editing, and verbal communication skills.
- Demonstrated ability to work with Volunteers.
- Proficient skills in project management
- Self-starter, entrepreneurial, able to work independently.
- Enjoy creating and implementing new initiatives.

Core Competencies

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate expressions of care.

Ethics and Values: Honors the core values and beliefs of the church in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.

Interpersonal relationships: Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

Organizing: Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.

Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

Team Orientation: Demonstrates interest, skill and success in a church staff environment; promotes staff goals ahead of personal agendas; steps up to offer self as a resource to other members of the staff; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.