

# **CHURCH STREET UNITED METHODIST CHURCH**

## **Knoxville, Tennessee**

**Job Title:** Director, Beacon of Hope  
**Reports to:** Associate Pastor

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### **DESCRIPTION:**

The Director of the Beacon of Hope ministry (BOH) provides oversight to Church Street UMC's ministry arm in South Knoxville. This person will manage a multi-faceted outreach ministry designed to build community and relationships, while serving the needs of those experiencing poverty in South Knoxville. They also will work to establish and maintain a relationship with the minister and/or staff of the new Vestal United Methodist Church.

### **QUALIFICATIONS:**

- A special knowledge of faith-based approaches used to address the needs of individuals in poverty
- Knowledge of and service in church outreach ministries and social service networks
- Well organized and possess thorough, efficient work habits. Computer skills are a must
- Ability to work effectively with a wide variety of people within the church and Beacon of Hope community
- Cooperative spirit and flexibility in working with lay and staff members
- Familiarity with Charity Check reporting system, as well as Second Harvest requirements
- Bridges Out of Poverty Certified Trainer or willingness to obtain. Training for all educational programming of BOH will be made available through Compassion Coalition
- Grant writing and presentation skills preferred

### **DUTIES AND RESPONSIBILITIES:**

1. Direct all Beacon of Hope programs, including:
  - a. Food Co-op
  - b. Sharing Shop South
  - c. Benevolence Program
  - d. Ladies Lunch and Learn
2. Maintain relationship with Church Street UMC
  - a. Serve as ex officio member of Missions Team and provide monthly reports
  - b. Facilitate item drives and fundraisers, such as Souper Bowl of Caring and Christmas kids drive
  - c. Promote BOH to the church for both educational and fundraising purposes
3. Report annually to the Beacon of Hope Board of Directors
4. Recruit, provide direction to, and supervise volunteers for Beacon of Hope programs
5. Organize educational programming
  - a. Bridges Out of Poverty
  - b. Faith and Finance Courses
  - c. Getting Ahead in a Just Getting by World
6. Keep appropriate records for Second Harvest Food Bank regulations and Charity Check
7. Attends staff meetings and program staff meetings.

This position is ½ time (20 hours per week) with some benefits, including vacation, sick, and holiday leave, and pension, as detailed in the Personnel Policies Manual of Church Street United Methodist Church.