

Sherman Street Christian Reformed Church  
**Community Connector**  
Position Description

Community Connectors will work as a team of two to implement community connecting strategies in which residents identify, plan for, and implement activities for the Baxter neighborhood. This coordinating work will be done on behalf of Sherman Street Christian Reformed Church and will invite the support of other local organizations. The focus of the work will be on facilitating and sustaining resident-led efforts for meaningful change and on collaborating with other interested stakeholders.

Responsibilities:

- Coordinating community walking and asset mapping exercises that involve residents in the Baxter neighborhood.
- Linking residents with other residents in ways that help them to serve one another and address felt needs.
- Participating in the Sherman Street staff by attending staff meetings and meeting as a team with the lead pastor on a regular basis.
- Organizing, convening, and hosting groups of residents and/or those working in the Baxter neighborhood so they begin to know and appreciate what is best about one another.
- Linking local residents to existing programs and services that can respond to felt needs.
- Meeting with residents to interview them about their personal dreams and hopes for the neighborhood.
- Capturing feedback and keeping an up-to-date inventory of stories, gifts, and local assets. This also includes recording data used to measure specific “neighborhood health” outcomes.
- Identifying residents who would be willing to commit their time and resources to a specific community improvement project.
- Coordinating local volunteers as they work together on the projects that have been prioritized by those living and/or working in the Baxter area.
- Recognizing, developing, and supporting neighborhood leaders.
- Forming active local partnerships with businesses, schools, churches, and associations seeking to improve health and vibrancy in the Baxter neighborhood.
- Participating in required (or recommended) training and personal skill development.
- Engaging with the Sherman Street faith community by giving quarterly reports to the congregation and monthly reports to the Administrative Council. One connector will also act as the staff liaison to the Witness Committee.

Supervision

The supervision of the Community Connectors will be the responsibility of the Lead Pastor. The Community Connectors will meet with their supervisor both as a team and for one-on-one supervisory meetings at least monthly.

This position is for up to twenty hours per week, divided between the connectors. The specific responsibilities and duties of this position will be determined in consultation with the staff and other ministry leaders of the congregation, with priorities being determined in conjunction with the Witness Committee and the Lead Pastor. The Community Connectors do not have to be regular attenders or members of Sherman Street but should at least periodically attend worship services at SSCRC.

### Desired Qualities and Skills

1. Demonstrated interest in place-based engagement and community building  
Compassionate and respectful of people of diverse backgrounds and perspectives (cultural, social, economic and religious)
2. Good interpersonal and communication skills
3. Demonstrated emotional maturity
4. Self-motivated, with a self-directed work style
5. Demonstrated organizing and planning skills
6. Cooperative, flexible in working with others, able to effectively operate in a team context
7. Proficiency in basic technologies

### Wages and Benefits

1. Wages should be determined with the following considerations:
  - information as to what others are earning in comparable positions
  - the economy of the church and community
  - job performance and job load
  - length of service

The Administrative Council, in conjunction with the Finance Committee, will recommend a wage each year as part of the budget process.

2. Vacation
  - a. In the first and second years of employment, the employee will receive one week paid vacation equivalent to the average number of hours normally worked in one week. In the third and fourth years of employment, the employee will receive two weeks paid vacation equivalent to the number of hours normally worked in two weeks. In the fifth year of employment and beyond, the employee will receive three weeks paid vacation equivalent to the number of hours normally worked in three weeks.
  - b. An employee wishing to receive vacation pay must take time off for vacations; vacation time cannot be carried over from year to year without prior approval of the Administrative Council.
  - c. The employee must submit a request for vacation time to the lead pastor, who will then report to the Administrative Council.
3. Bonus Days
  - a. Part time employees will be entitled to be paid for the average number of hours normally worked during three days per calendar year for use in the following ways:
    - to use when absent due to illness or accident
    - to use as personal days
    - to use as holiday pay
  - b. Bonus days cannot be carried over from year to year and no payment will be made if they are not used.