

**City Ministries Volunteer Ministry
Position Description**

Ministry:	City Gospel Mission
Position:	Church Liaison (7 needed)
Objectives:	Help coordinate and manage the volunteer churches and individuals who serve meals at the Mission. Assist with communication with church contacts, keeping churches informed of new initiatives and training, and help monitor and encourage the volunteers during meals and chapel.
Duties and Responsibilities	<ol style="list-style-type: none">1. Meet with churches and volunteers at the Mission to: (1) Discuss new initiatives. (2) Identify training needed (3) Provide relationship guidance in Chapel and the Diner.2. Update church/volunteer data base.3. Periodically contact church contacts via phone and/or letter and provide information about new initiatives or programs at CGM.4. Monitor the training needs for churches and maintain a training roster.5. Periodically attend Chapel and/or "Diner" Services for observation and complete evaluation form.
Location:	City Gospel Mission – 1419 Elm Street
Qualifications and Requirements	<ol style="list-style-type: none">1) Able to provide a clear Biblical testimony of personally receiving, by faith, Jesus Christ as Savior; has a vital prayer life and active membership in a local church body2) Possess a personal desire and sense from the Lord to see individuals come to know Christ and experience restoration in all areas of their life3) Professional appearance and behavior4) Excellent relational and communication skills5) Self starter, ability to take the initiative
Time and Commitment	One day per week, an assigned day between 5:00 p.m. and 8:00 p.m. Some work may be done from home.
Training Required	<ol style="list-style-type: none">1. Basic orientation and overview of CGM programs.2. Insight into organizational goals and objectives.3. Understanding Poverty volunteer training
Supervision	Vice President, City Gospel Mission