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PASTOR OF MISSIONS AND COMMUNITY RELATIONS

MĀNOA VALLEY CHURCH

Position Description

TITLE: Pastor of Missions & Community Relations

STATUS: 1-Year Term, with Intent to Extend
Full-Time (40 hours/week); Exempt

ABOUT MĀNOA VALLEY CHURCH

“Striving to love God, love others, and follow Jesus Christ, so that we may be a transforming presence in Mānoa Valley and beyond.”

Mānoa Valley Church (MVC) is a Christ-centered, multi-generational congregation that has faithfully served Honolulu and beyond for over 75 years. Located in the heart of Mānoa Valley, we are dedicated to loving God, loving others, and reflecting the light of Jesus in our community. Grounded in grace and guided by the Holy Spirit, we walk alongside our neighbors—sharing life, meeting needs, and building relationships that embody God’s justice, mercy, hope, and love. With a special passion for caring for families, children, and marginalized communities (including those facing houselessness and food insecurity), MVC strives to be a spiritual home where people of all ages find purpose in Christ and participate in God’s transformative work, both locally and around the world.

ROLE OVERVIEW

The Pastor of Missions & Community Relations will nurture a vibrant missional culture within MVC and the broader community, dedicating approximately 70%-75% of their time toward pastoral and community relations responsibilities and 25%-30% toward essential church administrative duties. This strategic combination of roles uniquely positions the candidate as the welcoming “face of MVC,” facilitating deep authentic relations with church members, community partners, and neighbors.

PRIMARY ROLES AND RESPONSIBILITIES

1. Missions & Community Relations (70%-75%)

- **Bridge Church & Community**
 - Cultivate partnerships and meaningful relationships with nonprofits, civic groups, local organizations/agencies, and United Church of Christ networks—initiating impactful partnerships and identifying service opportunities for hands-on projects for all ages (especially younger adults and families).
- **Build a Missional Culture**
 - Embed outreach into church life—recruit, train, and empower volunteers; model hospitality and facilitate intergenerational collaboration on mission projects, coordinating closely with youth, children’s, and family ministries.
 - Serve actively on the Missions Committee, reporting regularly on outreach efforts and outcomes.
- **Advocacy**

- Identify opportunities that allow MVC to serve as an advocate for social justice, compassion, and reconciliation in our community and beyond.
- **Empower Congregants**
 - Equip congregational members through spiritual formation, mission training, and empowerment, helping individuals identify and utilize their spiritual gifts in practical, community-focused ways.
 - Develop creative and relevant outreach projects, workshops, and resources that are specifically designed to resonate with younger generations and young families.
 - Coach congregants to help them discover their gifts and engage in sustained service and advocacy.
- **Strategic Partnerships**
 - Serve on the Missions Committee; forge relationships with Hawaii Conference UCC, campus ministries, and ecumenical bodies.
- **Transformational Relationships**
 - Design long-term partnership-style ministries.

2. Office & Administrative Responsibilities (25%-30%)

- **Office Presence**
 - Maintain regular office hours (Mon–Thu, 10 am–2 pm); staff Sunday worship (10 am–12 pm); flexible availability for evening/weekend events.
 - Serve as the primary administrative liaison and initial contact point for church communications, managing calls, emails, and visitors, thus strategically deepening connections with the broader community.
- **Communications**
 - Prepare essential church communications such as bulletins, printing communication documents, quarterly mass mailings via USPS, email announcements, website updates, and annual reports, leveraging digital media to enhance MVC's visibility and accessibility. Assist Communications Committee with all printed and digital news for public consumption.
- **Systems & Supplies**
 - Oversee general office operations, including coordination and communication with facility care and custodial service providers.
 - Manage office equipment budgets and coordinate facility scheduling with Trustees.
 - Coordinate the scheduling and effective management of church facilities for internal events and external community use.
- **Records & Reporting**
 - Ensure timely publication of directories, newsletters, and conference reports.
 - Maintain accurate church records (attendance, membership, baptisms, weddings, funerals).
- **Collaboration**
 - Attend staff meetings; work closely with Senior Pastor, Finance & Trustees committees, and MVC Executive Committee.
 - Provide administrative and scheduling support for Senior Pastor, church committees, and key ministry initiatives.

QUALIFICATIONS & CHARACTERISTICS

- **Ministry Leadership**
 - Deep personal faith in Christ and alignment with MVC's mission (<https://manoavalleychurch.org/what-we-believe>) and UCC values (<https://www.ucc.org/what-we-believe/>).
 - Visionary and relational leadership style, passionate about justice, service, and community relations.
 - Demonstrated experience (3+ years) in pastoral leadership, missions, outreach, or community organizing.
- **Administrative Experience**
 - Strong organizational skills and proven ability to manage multiple tasks effectively.
 - Experience in office coordination in church or corporate settings, managing budgets, schedules, and communications.
 - Prior administrative experience in a church, nonprofit, or corporate setting preferred, with the ability to manage budgets, schedules, office operations and communications strategically.
- **Technical Aptitude**
 - Proficiency with Microsoft Office, digital communication tools, and social media platforms strongly preferred, though candidates able to effectively coordinate with other technical staff are also welcome.
- **Communication**
 - Strong written/verbal skills; able to prepare clear, engaging materials and correspond professionally.
- **Relational Gifts:** Warm "face of MVC," excels at hospitality, teamwork, and connecting across generations and cultures.
- **Vision & Creativity:** Passion for justice, innovation in community relations, and the ability to cultivate a missional culture within the church.

REPORTING & SCHEDULE

- **Reports to:**
 - Senior Minister (as well, all staff answer to MVC Council & Executive Committee).
 - Serves as a member of Missions Committee and Communications Committee.
- **Office Hours**
 - Mon–Thu, 10 am–2 pm
 - Sunday worship attendance required (10 am–12 pm).
 - Flexible schedule accommodating pastoral/community responsibilities.

COMPENSATION & BENEFITS

- **Salary Range**
 - \$55,000–\$70,000 / year, commensurate with qualifications and experience.
- **Benefits**
 - Medical + dental stipend; paid vacation/sick leave; professional development allowance; retirement contribution (after 1 year).

SUCCESS METRICS

- **Check-Ins:** 3-month and 6-month performance reviews; annual review thereafter. Areas of review include:
 - **Partnerships Launched:** Number and depth of community collaborations established.
 - **Volunteer Engagement:** Growth in volunteer recruits and sustained participation rates.
 - **Office Efficiency:** Timeliness and accuracy of communications, scheduling, and record-keeping.
 - **Missional Impact:** Qualitative stories and quantitative measures (e.g., service hours, number served).

CONTRACT DETAILS

- Initial 1-year contract with the intent to transition to a permanent, ongoing role following mutual discernment and successful evaluation.

APPLICATION PROCESS To apply, submit a cover letter, resume, and at least two references (including one professional reference). Your cover letter should express your ministry passion, relevant experience, and interest in MVC's unique ministry context. ***Submissions without a cover letter will not be considered.***

Send applications to employment@manoavalleychurch.org. The deadline for submission is July 21, 2025, or until the position is filled.