Directions to Applicant:

Please provide your resume in pdf or .doc file format, emailed to [bizmgr@consciousharmony.org](mailto:bizmgr@consciousharmony.org).

Donald Genung, Business Manager will be the contact person for the interview process. Include a cover letter in .doc file format with the following information:

* 1. What are your motivations in applying for this position?
  2. What are the attractive responsibilities in the role?
  3. Describe the characteristics, skills and experience you possess that define your potential to excel as Programs Director.

Thank you for your prayerful consideration in applying for the Programs Director position.

**Job Description – Programs Director**

Supervisor: Minister

Aim of Role: Provide direction, oversight and leadership to assigned programs of the Church, modeling the teachings of the Church, that it may fulfill its mission and purpose as stated in the Bylaws.

Hours: Part-time, salaried, estimated 20-hrs/week; requires flexibility in work hours, including availability in evenings and weekends as needed. Program Director should be at the Church office a sufficient amount of time for accessibility to members of the congregation and for regular communications with the Minister and Church staff.

Responsibilities:

General

* Follow directions from the Minister.
* Work in collaboration with Minister and staff, keeping open lines of communication regarding all relative program matters.
* Insure clear communication with church community thru the common message platforms of the church.
* Provide monthly written updates to the Board of Directors of meeting minutes from Committees led by the Program Director.
* Keep Board and Minister informed of important issues and trends within the community as it relates to fulfilling the aims of the Church.
* Write articles for ‘The Mark’ newsletter, as requested by Minister.

Core Programming Leadership:

**Centering Prayer**

* Administer the CCH Centering Prayer ministry, assuring its ‘Statement of Intention”, aims and needs are met.
* Lead the Centering Prayer Committee.
* Recruit, train and supervise Centering Prayer volunteers and staff.
* Assure there is a sufficient roster of Centering Prayer volunteers to serve as staff.
* Develop and maintain the annual Centering Prayer budget, with direction from the Business Manager.
* Schedule retreats and staff.
* Schedule and support Morning Centering Prayer Service leaders.

**Work Group Program**

* Coordinate the Work Group Committee.
* Fulfill the ‘Statement of Intention for Work Groups’
* Provide timely details to the Church community about the Work Group program.
* Support facilitators with formation training.

**Seva**

* Supervise the ‘Sunday Seva’ program, assuring its aim is met and needed support is provided to seva leaders.
* Lead efforts to recruit seva leaders and volunteers.
* Lead formation training of seva leaders.

**General**

* Provide support to other offerings as they are approved by the Minister (i.e. Redirecting Children’s Behavior class, yoga, etc.)
* Coordinate volunteer scheduling of Midweek Service ushers and Sunday Communion servers. This will be done with the support of the Office Manager.
* In concert with Minister, coordinate other special events and church programming, such as enrichment events, Thanksgiving meal, New Year’s Eve, etc.
* Maintain healthy, appropriate professional and personal boundaries with all congregants.

Education/Experience/Skills:

* Competent with MS Outlook, Excel and Word.
* Experienced in project management.
* Experienced leadership role working with volunteers.
* Experienced leading teams.
* Strong facilitation/training/presentation skills.
* Experience staffing/leading CP retreats a plus.
* Experience with seva participation (seva leadership a plus).
* Experience managing multiple concurrent programs.

Being Qualities:

* + Daily spiritual practice is integral to the transformational process. As such, the Program Director leads by example in adhering to twice daily Centering Prayer practice, daily reading of Scripture, daily reading of the Work of Inner Christianity.
  + History of annual attendance of extended Centering Prayer retreats.
  + A working knowledge of the teachings and practices of the contemplative Christian tradition, as presented by Fr. Thomas Keating and others.
  + Student and practitioner of the teachings of the Work as offered at CCH.
  + Has displayed an affection for participating in a CCH offerings and intermingling within the church community.
* Exceptional social interpersonal skills.