

Blackhawk Ministries—Fort Wayne, IN



Job Title: Director of Volunteer Ministries

Location: Fort Wayne, IN

Status: EXEMPT, Part-time .5 FTE or .6 FTE, Sundays, Tuesdays, plus one other day in the office.

Direct Report: Lead Pastor

Church Information

Blackhawk Ministries is located on the Northeast side of Fort Wayne, Indiana. Blackhawk is a vibrant faith community committed to strong biblical teaching and dedication to spreading the love of God throughout the community and around the world for over 50 years. Under the leadership of a new Lead Pastor who started in 2023, we have experienced consistent growth and renewed unity and momentum. Our Sunday worship experience encourages members to encounter God through expositional preaching and modern worship. With our strong leadership, dedicated members, and unwavering faith, Blackhawk is poised to continue making a difference in the lives of people in Fort Wayne and around the world for many years to come.

Blackhawk Ministries is also home to Blackhawk Christian School, which our founding pastor, Dr. David Jeremiah, began in 1973 with 33 students enrolled. Five decades later, we continue to grow and thrive, with 100+ faculty and staff serving over 1,000 Pre-K through 12th-grade students. With over 150,000 square feet of facility and a newly renovated worship center that seats 1600, our church and school are well poised for city and regional impact.

Church Mission Statement

Making disciples who make disciples

Position Summary

We are seeking a dedicated and energetic individual to lead our volunteer coordination efforts at Blackhawk Ministries. This role is crucial in fostering a welcoming and supportive environment for volunteers, ensuring they are well-prepared and integrated into our community. The ideal candidate will develop and maintain systems for volunteer onboarding, training, and scheduling while also creating meaningful opportunities for volunteers to connect with our mission of “making disciples who make disciples”. Additionally, this position involves supporting church staff by equipping them with effective strategies for volunteer recruitment and retention and ensuring that volunteers feel valued and appreciated through recognition efforts. The Director of Volunteer Ministries role is central to shaping a thriving volunteer culture that aligns with our church's vision, values, and goals.

Qualifications

- Demonstrated a track record of spiritual maturity and character consistent with the biblical requirements for leadership (1 Timothy 3:17, Titus 1:6-9, 1 Peter 5:1-4)
- Commitment to the mission, vision, and ministry philosophy of Blackhawk Ministries
- Some level of biblical or theological training (some seminary preferred)



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- Experience working as a key volunteer, team leader, or staff member in a larger church context
- High energy, extroverted, people magnet
- Strong interpersonal skills to build positive relationships with volunteers, staff, and church members
- Ability to think strategically and develop/implement strategies for volunteer recruitment, retention, and appreciation that align with the church's mission and goals
- Proven organizational and time management skills with the ability to manage multiple tasks, prioritize effectively, and maintain organized systems
- Experience with Planning Center Online (PCO) and other church management tools like Ministry Grid preferred
- Ability and experience in creating systems that serve volunteers.

Job Expectations & Responsibilities

- Specifically *not* a hands-on recruiter, but rather helping to create and shape our culture of recruiting, onboarding, retention, and health among volunteers
- Create a vibrant and healthy culture of volunteers at BHM
- Create a consistent onboarding experience for all new volunteers
- Make sure volunteer tracking and scheduling is fully integrated with PCO
- Organize 2-3 "step into serving" events each year at the appropriate point in the small group season
- Oversee use of Ministry Grid to help Directors and Pastors create clear and accessible training for all volunteers
- Manage and collect (with Pastors'/Directors' help) all volunteer covenants as needed
- Submit volunteer tracking numbers to appropriate spreadsheet as needed/assigned
- Equip pastors and directors with the best recruiting and team building strategies
- Conduct exit interviews with all non-returning or no call/no show volunteers
- Create standardized ways to celebrate, recognize, and reward volunteers (yearly gathering, swag, notes, systems of thanking, Christmas card/gift, etc)
- Be part of staff culture and specifically own the value of celebration within staff culture
- Oversee staff fun days and provide energy and excitement to all staff events
- Coordinate with small group team and emphasize the "step into serving" moments within the small group season
- If candidate is a female:
 - Provide general presence and accessibility for females seeking connection to Blackhawk
 - Provide triage care to females seeking pastoral help in time of crisis (as needed--initial meeting only, not ongoing)
 - Provide a regular Sunday morning presence on the platform to provide a "platform shepherding" lane for women
 - Specifically not involved with, overseeing, or from a women's ministry background

Expectations for staff at Blackhawk Ministries

- Fully back the vision and strategic direction of the Lead Pastor/Elders



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- Agree with the Blackhawk Ministries Statement of Faith (and other docs/statements/ministry distinctives)
- Be a tithing member
- Participate in a Life Group (either as a member or leader)
- You will report to the Lead Pastor and connect regularly through 1:1 meetings
- Your part-time position will be either a .5 FTE or .6 FTE (depending on candidate / .6 preferred)

Compensation

Competitive salary based on experience and education

Interested applicants, please send these items to jobs@blackhawkministries.org

- Resume
- Cover letter



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