



## JOB DESCRIPTION

# CHURCH COMMUNITY BUILDER (CCB) PROJECT MANAGER

### **Purpose of Position:**

This contractual/consultative position focuses on the implementation of CCB to staff and key leaders improving engagement with this software with the goal of fully integrating and re-launching CCB to the congregation.

### **Accountability:**

This is a 12 hour per week part-time position which reports to the Communications Director (30 weeks).

### **Duties and Responsibilities (Page 2):**

#### **Phase 1 (10 weeks):**

- Explore and evaluate Central's current level of CCB engagement.
- Discover all aspects of the different CCB modules – Groups, Schedules, Needs, Positions, Calendar, Serving, Forms, etc.
- Meet weekly with CCB Staff team for discovery.

#### **Phase 2 (8 weeks):**

- Create training models for Central's staff and key leaders to implement CCB (ie: connections team, deacons, elders, small group leaders, key ministry volunteers).
- Meet regularly with the CCB staff team to discover impact to staff and volunteers. Train/coach this team.

#### **Phase 3 (6 weeks):**

- Develop a strategic plan for full staff integration.
- Meet one-on-one with staff to discover current CCB engagement and coach staff toward full engagement.
- Provide training and workshops for key volunteers.

#### **Phase 4 (6 weeks):**

- Develop strategic plan with CCB staff team and participate in launching CCB to the congregation.
- Reinforce CCB skills with staff and volunteers through continual coaching.
- Monitor CCB updates and train staff.

### **Required Skills:**

- Proficient in IT software; Knowledge of CCB or other CRM tools.
- Ability to train/teach/coach.
- Ability to see the "big picture" goal and work continuously toward it.

### **Minimum Qualifications:**

- Experience in a church-related setting is desirable.

### **Personal Attributes:**

- Loves the Lord and attempts to live a faith-filled life as evidenced by personal spiritual disciplines.
- A collaborator who demonstrates the ability to work cooperatively with others.
- An encourager of ministry leaders.

# Community Church Builder Implementation ADKAR Model



## Evaluation

### Awareness

What are the obstacles? What is most important about CCB? What are the reasons for staff to engage with CCB?

**Success criterion:** Receiver is aware of and understands the nature of the change, why it is needed, and the risks of not changing.

### Desire

Proclaim the benefits of CCB. Understand the risks and fears for engaging with CCB

**Success criterion:** Receiver has made a choice to support and participate in the change.

## Prepare-Training

### Knowledge

Individual staff members will learn to use CCB. Each team will be impacted by CCB's benefits

**Success criteria:** Receiver has 1) Training and education on the skills and behaviors needed to change, 2) Detailed information on how to use new processes, systems, and tools, and 3) Understanding of the new roles and responsibilities associated with the change.

### Ability

Team Training - one-on-one coaching

Plan for implementation for:

- CCB Team
- Staff Leaders
- Staff Team
- Volunteer Leaders
- Volunteer Teams
- Congregation

**Success criterion:** Receiver has demonstrated the capability to implement the change and achieve the desired performance level.

## Maintain

### Reinforcement

Identify champions on each team. Easy on-ramps for new staff and for continual congregation training

Evaluate/Assess and Correct

**Success criterion:** A system is in place which produces actions or events that strengthen or reinforce the change with an individual or an organization.