

Reports to: Organizer & Head of Staff

Status: 40 hours Full-Time

Date Approved: May 15, 2022

Incumbent:

Signature _____

Approved By: _____

Personnel Chair

Kristin Riegel, Head of Staff

POSITION SUMMARY: The Open Table Resident supports the purpose of The Open Table, which is a community of liberation and healing in KCMO. To help fulfill that purpose, the Resident will help ensure that The Open Table is a healthy and safe place where community, hospitality and conversation can happen. This position will involve assisting with Sunday evening gatherings, which involve shared meals, songs, and experiential teachings. This position will also assist in developing opportunities for community engagement and spiritual formation.

RELATIONSHIPS

1. Develop and maintain respectful, courteous and professional relationships with all church staff, leaders, volunteers, and committee members.
2. Meet weekly with staff, report directly to the Organizer and collaborate with others involved in The Open Table to reflect, share ideas, pray and prepare for the weeks ahead.
3. Attend or provide reports to The Open Table leadership team
4. Attend (personally or virtually) weekly staff meetings

LEADERSHIP AND WORKPLACE CULTURE

1. Uphold and ensure the mission and values of the church at all times. Ensure all activities and conduct are compliant with church policies, as well as all relevant laws and regulations. Model the values and the mission of The Open Table at all times, and act as good steward of the church's resources.
2. Demonstrate behaviors that contribute to team cohesion and result in a positive, effective work environment; displaying a "yes, and" response to new ideas, opportunities and challenges.
3. Agree to and sign the staff covenant – provided separately.
4. Work cooperatively and under the supervision of the Organizer, and Second's Head of Staff.

MAJOR RESPONSIBILITIES

1. Provide staff support at any events hosted by The Open Table.
2. Collaborate with the Organizer to plan, prepare and lead The Open Table events.
3. Assist the Organizer in community engagement events to determine community needs.
4. Identify and schedule community thought leaders to speak at various The Open Table events.
5. Build connections across interfaith, ecumenical, and LGBTQ communities.
6. Assist in organizing volunteers for the various elements of The Open Table.
7. Develop a culture of participation at The Open Table.

8. Empower and disciple leaders to facilitate small groups and other areas of interest.
9. Design opportunities for faith deepening – spiritual disciplines, gifts and vocation, theology.
10. Develop strategies for engaging The Open Table participants in activism & other community events.
11. Devote time to developing your own NWC idea, in consultation with the Organizer.
12. Maintain long range planning goals and commitments with data and stories to show progress.
13. Manage The Open Table’s communication and social media presence.
14. Assume some responsibility for various administrative tasks.
15. Work on other responsibilities as assigned.

PROFESSIONAL QUALIFICATIONS REQUIRED:

- Minimum of a Bachelor’s Degree

PERSONAL QUALITIES DESIRED:

- Gracious and positive spirit, open to trying new things
- Good sense of humor, flexibility and desire to collaborate with others
- Christian faith
- Entrepreneurial spirit
- Excellent organizational skills
- Passion for people and creating welcoming spaces for individuals to encounter God

EVALUATION

Performance reviews will be conducted annually with goals/objectives created, adapted and assessed every six months.