



Executive Director

City of Refuge is a faith based maternity home for pregnant women and teens. Our faith is woven through all we do.

DESCRIPTION

The Director reports to the Board of Trustees and is responsible for all ministry operations. The Director acts as a spiritual leader on the property, modeling servant leadership, maintaining a God honoring culture among the community. The Director hires and oversees all staff and volunteers, assigns duties and manages schedules, ensuring that the ministry home is adequately staffed, that day-to-day operations of the home are well-managed and the buildings and property kept in good order. The Director acts as a community liaison, building and maintaining relationships with donors and with other ministries and service providers in the region.

MINIMUM QUALIFICATIONS

Whole-hearted agreement with the City of Refuge Statement of Faith, indicated initially by signing the statement before hiring and subsequently by conduct in and out of the home

Clear evidence of a personal commitment to, and life in the Lord Jesus Christ

Membership in good standing in a local evangelical church

A working knowledge of the Scriptures, especially the Gospel message

Espousal of the purpose and philosophy behind City of Refuge

Training and previous experience in applicable area(s) including basic carpentry, plumbing & electrical (This would only be necessary if there is a male director or husband and wife directors then would apply to husband)

Leadership and organizational skills that model and foster good relations and faithful ministry

Basic computer skills

Pastoral training and experience desirable

SCOPE OF RESPONSIBILITY

Maintains a God-honoring atmosphere on the property, modelling, requiring and supporting kind and respectful behavior among the staff, volunteers and residents

Regularly commends the Lord Jesus Christ and the claims of the Gospel in both word and deed

Maintains regular communication and positive relationships among all stakeholders

Meets weekly with residents and House Managers for case management and scheduling

Leads morning devotions Monday – Friday

Participates in interviewing and approving new residents

Consults with the board and makes recommendations regarding the use of private living spaces on the property

Recruits, hires and manages all staff and volunteers

Reviews House Managers and ensures assigned duties are faithfully performed

Ensures proper maintenance of all buildings and grounds

Prepares and distributes a newsletter to donors 2-3 times per year

Collaborates with the Board in preparing and monitoring the annual budget
Builds relationships in the community to foster the mission of City of Refuge
Reports any challenges with managing the ministry in a timely manner and seeks support from the Board as needed
Maintains high standards of personal, spiritual, and professional conduct
Performs other related duties as assigned
Compensation: Salary & housing provided

We are a faith based ministry that serves pregnant women who are in need of a home, help and care for themselves and their unborn child. We hold to the historic creeds and confessions and teach them as they are found in God's word.

What We Do

We create a safe place for women to discover who God planned them to be. Providing them with skills and resources to become that woman. City of Refuge is a women's maternity home that focuses on meeting needs of women facing a crisis in unplanned pregnancy. Residents stay in the home for the duration of their pregnancy and up to 6 weeks following the birth of the baby, or until they have accomplished their goals, and have a safe place to live.

We provide essential social services addressing the material, emotional, and spiritual needs of each woman. This program equips each mother with Biblical counseling, training and mentoring. The women receive loving guidance toward reconciliation with God, themselves, and others as they understand and apply the work of Jesus Christ to their lives, providing options for adoption should they decide for that.

Mothers learn parenting and practical life skills through classes provided in house. Residents will work together daily with one another and volunteer instructors to learn healthy dietary planning, grocery budgeting and shopping, food preparation, planning and storage, basic sewing and other home and life skills. The goal is to foster the responsibility and maturity necessary to maintain independent living and care for themselves, and their child if that is their goal. We hope to build relationships with the women so we can be an ongoing support and encouragement after they leave our program.

Our program is one that is based on the needs of each individual resident. While some components will be applicable to all residents, City of Refuge works hard to ensure that the program set for each resident is applicable to her needs and her future goals. Because of that the City of Refuge program is something that is evolving and changing constantly.

We encourage our applicants to visit our website to learn more about this ministry