



American Reformed Church (americanchurchoc.com) in Orange City, Iowa, is a **community that gathers together to be transformed by Jesus to transform the world through acceptance, grace, wisdom, and love.** ARCOC is seeking two individuals to join the staff team: a **Director of Children's and Family Ministries** and a **Communications and Office Coordinator.** Candidates will exhibit a deep Christian faith and a strong sense of call to congregational ministry.

- The **Director of Children's and Family Ministries** will be a person who is creative, visionary, relational, and called by God to nurture children and their families into a more vibrant relationship with Jesus Christ. In addition, the director will lead in the ministries of hospitality and volunteer engagement. The candidate will demonstrate evidence of excellent communication skills, attention to detail, and the ability to recruit, train, and inspire volunteers. Previous experience in children's ministry or education is required, and a bachelor's degree in religion, Christian education, elementary education, or a related field is preferred. This is a full-time position (40 hours per week), though candidates interested in part-time employment (with primary responsibilities in children's ministry) are encouraged to apply.
- The **Communications and Office Coordinator** will be a person who is creative, efficient, administratively gifted, and called by God to coordinate all print and digital media and provide administrative support for the church. The candidate will demonstrate evidence of excellent relational and communication skills (particularly written communication), computer and office proficiency, organizational ability, and attention to detail. Previous experience in communications or office administration is required, and an associate's or bachelor's degree in communications, administration, office management, or a related field is preferred. This is a full-time position (40 hours per week), though candidates interested in part-time employment are encouraged to apply.

If you feel led to apply, send a letter of interest and resume to Pastors Elizabeth and Michael Hardeman at arcocpastors@gmail.com. The application process will remain open until the positions are filled, but candidates are strongly encouraged to submit materials before March 15, 2019.