



POSITION ANNOUNCEMENT

Align Life Ministries is a gospel-sharing, life-affirming ministry with client locations in Lancaster and Lebanon counties. For more information go to www.alignlifeministries.org.

CHURCH RELATIONS ASSOCIATE

Align Life Ministries in Lebanon, PA is seeking an individual to cultivate relationships with local churches for the purpose of envisioning and equipping church members to advance the sanctity of human life ethic in their community.

The successful candidate will have a heart for the local church as well as excellent organizational and interpersonal skills, be a good communicator through writing and public speaking, and be self-motivated and responsible.

This is a full-time hourly position with full-time benefits, to begin when the applicant is available.

All applicants must be in agreement with Align Life Ministries' Statement of Faith; Statement on the Sacredness of Human Life; Statement on Biblical Authority; and Statement on Marriage, Gender, and Sexuality.

If interested, send a resume and cover letter as soon as possible to: Align Life Ministries, P.O. Box 707, Lebanon, PA 17042-0707, Attn: Mary Anna Wingenroth 717.274.5128 x 307 or mwingenroth@alignlifeministries.org.



Job Description
Align Life Ministries
CHURCH RELATIONS ASSOCIATE
Full Time
Revised December 2024

Objective of the Position: The Church Relations Associate builds a mutually beneficial bridge between Align and the local church for the purpose of envisioning, equipping, and releasing its members to advance the sanctity of human life ethic in their community.

Reports to: Vice President of Church and Supporter Relations

Works collaboratively with: Vice President of Church and Supporter Relations, Executive Vice President, Director of Client Services, Supporter Relations Associate, Events Coordinator, Community Relations Coordinator, Financial Gifts Associate, Stewardship Assistant, and others

Based in: Lebanon

Qualifications:

1. Be a committed Christian who demonstrates an active personal relationship with Jesus Christ as Savior and Lord
2. Exhibit a strong commitment and dedication to sharing the gospel with others, the pro-life position, and stewarding sexuality with integrity.
3. Be able to participate and thrive in a culture where alignment with God, relational community, and discerning prayer is woven into all aspects of the ministry.
4. Excellent interpersonal, communication (oral and written), and organizational skills.
5. Be self-motivated, dependable, responsible, and able to carry out responsibilities with little supervision within a team environment.
6. Have familiarity with computers and office equipment.

Clearances: The Church Relations Associate must provide successful completion of a Pennsylvania Criminal Background Check and Pennsylvania Child Abuse History Clearance prior to employment.

Duties:

1. Understand, embrace, and express the ministry's vision, mission, services to clients, core values, spiritual and relational culture, and stewardship philosophy to genuinely convey the purpose, heart, and experiences of Align Life Ministries to churches:
 - a. Through relational connections described in #2 below.
 - b. By serving as a primary contributor for/participant in Sanctity of Human Life Sunday communications, resources, and speaking.

- c. By helping with the writing and recording of Align's sacredness of life radio spots. on WJTL (2 minute *Created for Him* episodes), WLEB (30 second Sanctity of Human Life promos) and others if/as opportunities arise.
 - d. And via other means as discerned.
 2. With other Align staff as appropriate, cultivate and grow Christ-centered relationships with local churches.
 - a. Cultivate new and existing relationships with pastors, mission committee representatives, women's ministry representatives and/or other key contacts within local churches.
 - b. Learn the donor management software used by the ministry and use that software to its fullest capacity to log church contacts and conversations, run reports, communicate trends, and in other ways to benefit the ministry and local churches.
 - c. Help identify and implement church engagement strategies as appropriate (e.g. lapsed church outreach, new church outreach, etc.).
 - d. Oversee, strengthen, and grow Align's church liaison program.
 - e. Formally extend the ministry's gratitude to churches in appropriate ways (e.g., personal notes on receipt letters, thank you calls, emails, cards, visits, etc.).
 - f. Attend/support the ministry's key fundraising events, including the Move for Life (spring) and fundraising dinner/event (fall), as opportunities for face-to-face engagement with members of local churches. Also, help promote fundraising events to local churches as appropriate.
 - g. Oversee and evaluate / improve Align's annual Pastor Appreciation Month efforts.
 - h. With Vice President of Church and Supporter Relations, Events Coordinator, and other Align staff as appropriate, host Pastor events (breakfasts, seminars) according to God's leading and the ministry's needs / goals.
 3. With the Vice President of Church and Supporter Relations and other Align staff as appropriate, conceptualize, implement, and evaluate means by which local churches can actively participate in the restoration of the sanctity of human life ethic in our communities, including but not limited to:
 - a. Speak at churches on behalf of Align to convey Align's mission, stories, needs, and opportunities for involvement.
 - b. With appropriate Align staff, determine and implement strategies for connecting local churches with our clients in need.
 - c. Provide support to the Community Relations Coordinator for table display set up, staffing, and tear down and encourage church members to do the same.
 - d. Help create, lead, and cultivate an effort to partner with local churches in offering Baby Comfort Stations at local events.
 - e. Encourage individual church members to serve as volunteers, prayer warriors, baby care item providers, and more.
 - f. Share opportunities for local churches to financially support Align's mission.
 - g. Provide oversight and education about Align's mission to volunteer project groups serving at Align locations.
 4. Participate in educational opportunities related to church engagement, including webinars, books, etc. and share pertinent information with other staff as appropriate.
 5. Uphold the Statements on Ministry Purpose; Vision; Mission; Faith; Sacredness of Human Life; Biblical Authority; Marriage, Gender and Sexuality; The Gospel of the Kingdom of God document; and Core Values; and uphold the policies and procedures of the ministry.
 6. Maintain healthy staff relationships, participate in staff meetings and gatherings, and participate in fundraising and other ministry events per Employee Handbook.