

The logo for QEXCA is written in a large, white, blocky font on a dark background.

Your Community Association

Queen Elizabeth * Exhibition * Haultain



Job Description Church Liaison

Role:

The Church Liaison is not elected. The position is appointed by the Board of Directors and, therefore, does not vote at Board meetings. This position reports to the Director, Community Relations and is accountable to the Community to establish and maintain a mutually beneficial relationship with leaders in each of the nine churches in the Community.

Responsibilities:

- Establishes and maintains a positive and respectful relationship with the churches in the Community for mutual benefit.
- Submits a report, at least quarterly, to be presented to the Association.
- Builds relationships by establishing at least one personal contact in each church.
- Meets regularly with each of the contacts, and/or other church leaders, to share information about activities and issues of interest to the congregation and the Community.
- Shares the information gained from these meetings, and other communication, with the Association.
- Explores opportunities for the exchange of volunteers, use of church facilities and other areas of mutual benefit.
- May attend Association meetings to respond to questions about the churches, their activities or their relationship with the Community.
- Provides information, about events or opportunities for Community involvement, to the Director, Community Relations for publication in the appropriate media.
- May assist with, and participate in, Association projects and events.

Requirements:

- Appreciation of, and sensitivity to, a range of spiritual beliefs and practices.
- Ability to develop constructive relationships with a variety of people.
- Skills in public relations and communication.

Approved _____

Date

Office

Name

Signature

