



Job Description

Title: Church Liaison

Responsible To: Executive Director

Qualifications:

1. Be in full agreement with the LPHC Statements of Faith and Principles, and the Mission Statement.
2. Be an active member of the Church you are representing.
3. Have a desire to support the ministry of LPHC by relaying information from the Center to the Church.
4. Be willing to encourage members of the church to be involved in the LPHC's ministry.
5. Have an ability to commit to the position for a one-year minimum.

Job Responsibilities:

1. Read the Church Liaison Manual and become familiar with the services, needs, and history of LPHC in order to educate your congregation and make appropriate referrals. *(Please do not attempt to answer questions about services or policies which have not been explained in this manual. Refer the person directly to LPHC or call the Center for information or guidance.)*
2. Receive mailed announcements from LPHC regarding volunteers, fund-raising, and public relations opportunities. Circulate, post, announce opportunities in your church, as allowed by the Pastor and Church Leaders.
3. Be alert to opportunities within your church to inform members of the work of LPHC and the opportunities for service and use of their gifts in the ministry.
4. Meet with or contact the Executive Director on a regular basis regarding events, opportunities and needs of your local congregation (e.g.: missions, fairs, groups interested in speakers, staff changes), as well as prayer requests for the church.
5. Recommend your replacement if needed.
6. Receive Walk For Life (WFL) packet. Meet with your pastor to get permission to display WFL posters; to promote the WFL in the church newsletter and bulletin; to recruit and encourage walkers to raise the most money they can.
7. Encourage your church to fill one or more tables at the Fall Fundraising Banquet.

Optional Opportunity:

1. Take the LPHC Volunteer Training Class.

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