

COMMUNITY LIFE MINISTRIES DIRECTOR
Position Description
July 2009

I. Title: Community Life Ministries Director

II. Reports to: Executive Pastor

III. Position Summary: This is a full time position to build and lead Community Life ministries for adults at Bible Fellowship Church. Our vision is to disciple believers who are *Encountering God, Encouraging each other, and Engaging the world.*

IV. General Description:

1. INNOVATING ministry approaches for the spiritual formation of Christlikeness among all ages of adults in our faith community.
2. CONNECTING people through a variety of small groups, geographical home based gatherings, and church based programs in order to foster authentic community with the goal of maturing believers and reaching the unchurched.
3. COMMUNICATING creatively through fresh written, verbal, web and print approaches that speak the language of both our church and unchurched culture.
4. RECRUITING, training and mentoring as many task level and coach level leaders as possible by developing people in their areas of giftedness.
5. MANAGING other paid staff as well as volunteers, in addition to organizing appointments, calendar dates, promotional plans, and programming
6. RELATING in ways that model strong interpersonal skills such as conflict management, listening, empathizing, keeping short accounts, and encouraging others.
7. EVALUATING in a systematic way the progress and success of the ministry in all areas with a teachable and humble attitude.

V. Other Duties:

1. Attend weekly staff meetings and other staff events.
2. Oversee and develop leadership in all niche areas of adult ministries such as connecting newcomers before and after weekend services, an introductory class for newcomers, baptisms, men's ministry activities and retreats, stage of life adult classes, etc.
3. Prepare and monitor the annual Community Life budget.
4. Be available at weekend and special services to oversee the process of connecting adults and greeting people when not otherwise teaching.
5. Preach a few times yearly in weekend services when assigned.
6. Provide supervision of staff and lay leaders in the area of care and counseling while providing some crisis counseling and referrals for ongoing counseling needs.
7. Perform weddings and funerals as needed.
8. Prepare quarterly written goals and progress reports.
9. Complete an annual performance review.
10. Network with other leaders in similar ministry roles.

VI. Education, Licenses and Experience

1. A seminary master's degree or equivalent education.
2. Strong computer and web skills.
3. Minimum of five years leading adult ministries in a church of 500 or more.
4. Licensed minister who has preferably been ordained in a church ministry as well.

VIII. Requirements

1. Vibrant, intimate personal relationship with Christ demonstrated by consistent devotional times.
2. Ability to balance ministry commitments with family needs and personal spiritual growth.
3. Family leadership to insure that they are cared for spiritually, emotionally and physically (1 Timothy 3:4,5).
4. Consistent spiritual, moral character and lifestyle, complying with the biblical leadership qualifications described in 1 Timothy and Titus including regular accountability with others.
5. Passion for those who do not believe in Christ demonstrated by personal efforts to build relationships with unbelievers.
6. Endorses and supports the church's statement of faith and vision.
7. Must become a member of Bible Fellowship Church.

IX. Working Conditions

Shared office environment and limited library space.
Travel may be required from time to time.

X. Approximate time requirements: 50 hours per week.