

Job Description: Director of Community Life and Communications

Village Church, Maple Plain, MN 55359

rev: Jan 2021;

Position title: Director of Community Life and Communications

Accountable to: Senior Pastor

Summary: The Director of Community Life and Communications focuses on working with the Senior pastor and Elders to engage the community of Village in disciple-making and connection amongst the body. As well as to support the work of the senior pastor by taking on projects as assigned by him.

Duties, Responsibilities and Expectations include:

1. **Seek God:** Your first specific duty is to seek God yourself, to know his Word, and to delight in him as you submit to him in all things.
2. **Discipleship:** The role of all paid staff of Village Church is to equip the saints as ministers (that is, all the brothers and sisters of the church) as we are commanded in Ephesians 4 (esp. 11).
3. **Reporting to Senior Pastor and Relating to Elders:**
 - a. Be in regular dialogue with the Senior Pastor regarding discipleship, including reports as requested for or by the Elders.
 - b. Attend weekly Pastoral Staff meetings.
 - c. Attend Village Church Elder meetings when invited.
 - d. Honor all of Village Church's leaders in their roles, including the Elders.
 - e. Submit a comprehensive written report to the Senior Pastor prior to the annual congregational business meeting to be included in the Annual Report.
4. **Supporting the Senior Pastor:** The second primary job of the Director of Community Life is to support the Senior pastor. This entails overseeing special projects which may include special focuses, starting or supporting ministry teams, etc.
5. **Connect:** Gives oversight to welcoming visitors and integrating visitors into Village life and working with the Welcome Team.
6. **Care:** Gives oversight to helping people connect with Village Ministries and caring for families and individuals in the church body.
 - a. **Database:** Maintain church database, annual statistics
7. **Community:** Gives oversight to the ministries that impact the lives and spiritual growth of the adults and/or whole family, including but not limited to Growth Groups, Women's Ministry, Men's Ministry, Fellowship, Café, and World Discipleship/Outreach.
8. **Communication:**
 - a. **Verbal:** Liaison to Elders, Staff, volunteers, social events – contacts, etc.
 - b. **Printed Communication:** Create, design, obtain/write articles, proof, and produce weekly communications. Create/prepare forms, fliers, brochures & advertising etc. for Pastors, Church Chairman, Welcome Team, Usher/Greeters.

- c. **Online:** In collaboration with other staff, maintain the Village Website and social media sites. Send out official church email communication.
 - d. **Calendar:** Maintain calendar of church events. Schedule rooms for meetings/classes.
 - e. **Elder:** Annual Reports, Business meeting paperwork, and Constitution and Bylaws
9. **Celebrations:** Work along side the Senior Pastor in the coordination of weddings and funerals.
10. **Other Duties.** These may include supporting Operations with on-site logistics and other duties as assigned by the Senior Pastor.

Qualifications/Requirements which are helpful or necessary for this role

1. Meet the spiritual qualifications of a deacon (I Timothy 3, Titus 1)
2. Have a vital experience with Jesus Christ expressed through obedience on Him and the regular practice of spiritual disciplines.
3. Have a healthy, growing relationship with your family.
4. Practice evangelism and discipleship.
5. Demonstrate a love for God's people, a team spirit, and humility.
6. Express the spiritual gifts of administration, pastor/teacher, helps, and hospitality.
7. Show strengths in communication and organization.
8. Be in full agreement with the Evangelical Free Church Statement of Faith and the vision and mission of Village Church.

Personal

1. Modeling a Godly lifestyle which is Spirit filled and biblically saturated.
2. Showing personal integrity and strong interpersonal relationship skills.
3. Serving as a member of Village Church, worshiping with the congregation, and contributing time, talent, and money to the ministry.
4. Effectively managing ministry, personal and professional schedule.
5. Maintaining a clean, neat, and professionally appropriate image at all times.
6. Strong communication skills - verbal, written and interactive.
7. Biblical competence as developed and practiced through study of the Word, prayer, fellowship, and one-on-one accountability relationships.

Gifts and Abilities that are a good fit for this role:

1. Discipleship: As demonstrated by prior experience in accountable relationships.
2. Leadership: As demonstrated by prior experience gathering people together and leading them in a common mission.
3. Organization and Administration: As demonstrated by evidence of critical thinking and effective management of administrative duties. Able to translate the purpose and vision into the day-to-day work of the ministry. Should be able to explain situations where you have taken an abstract idea, communicated it clearly and championed others to join in to make it a success.

Education / Experience:

Faithful member of Village or a prior church. Bachelor's preferred. Should demonstrate personal engagement in discipleship. Specifically, has experience developing and supporting teams.

It is the responsibility of the Senior Pastor to serve all the staff by:

1. Clearly setting the goals and direction so we can sort out the essential from the important, the urgent and the distractions
2. Being a leader who models a godly life and serves the staff and responds to your needs, so that you can effectively do your job here and to serve God with joy
3. Knowing you, your abilities and skills, so that as much as the ministry needs allow, you can work most often within your areas of greatest passion and gifting, as well as the areas in which you want to grow.