

# First Presbyterian Church of River Forest

## Position Description: Director of Congregational Life

### Statement of Purpose:

The main function of the Director of Congregational Life is to build spiritual depth and connectedness while actively overseeing the adult discipling ministries of the church. This position will focus on the small and mid-size group levels as in an effort to raise levels of personal and communal spiritual growth as we seek to advance the Kingdom of God in our lives, homes, church, community, and world. This position requires a unique skill set that can manage and multiply, create and implement; disciple and teach while maintaining the heart of a servant.

<b>Position</b>	Director of Congregational Life
<b>Accountable To</b>	Senior Pastor • Session
<b>Ministry Target</b>	First Pres Members • Adherents • Community Members
<b>Position Is</b>	Full-time Paid Staff
<b>Position May Be Filled By</b>	Ordained • Non-Ordained
<b>Minimum Maturity Level</b>	Stable, humble, maturing Christian
<b>Spiritual Gifts</b>	Shepherd • Mercy • Teacher •
<b>Talents or Abilities Desired</b>	Good people skills • Caring Personality
<b>Personality Traits</b>	Dependable • Good communicator • Discreet • Compassionate • Self Directed • Understands Groups • Ability to bridge gaps between diverse populations (ie. generational, economical, educational) • Team Player • Flexible • Detailed & Organized • Ability to get others involved
<b>Passion For</b>	Small Groups • Leading others towards maturity in faith • Equipping Saints for Ministry • Connecting people to the life of the church • Identifying and incorporating spiritual gifts • Adult Education
<b>Experience Desired</b>	Relevant Ministry experience with proven effectiveness
<b>Education Required</b>	Minimum - Bachelors Degree, preferably in a related field

# Major Responsibilities

## Discipleship

1. Create and Implement a strategy for spiritual growth for the people of First Pres.
2. Guide and Lead the Adult Ministries Team
3. Provide training and resources for Adult Education Committee and Teachers
4. Plan targeted growth opportunities through the course of the year (ie. parenting seminars, grief seminars, marriage seminars, and other areas of needs and concerns within the life of the congregation)

## Assimilation

1. Create and Implement a strategy for connecting new members and marginal members into the life of the congregation
  - a. Have direct involvement with the new member class and new member follow up
  - b. Have direct involvement with initial visitors and visitor follow up
  - c. Identify, Incorporate, and Deploy spiritual gifts of the congregation
2. Provide hands-on leadership and a compelling vision for the Small Group Ministry of the church
  - a. Equip and Encourage current leaders
  - b. Recruit and Develop new leaders
  - c. Personally Connect people into groups
  - d. Help see to the formation of new groups for specific subsets of the congregation (ie. singles, couples, 20-somethings, etc.)
  - e. Continue to evaluate strategy and effectiveness of the Small Group Ministry

## Congregational Care and Development

1. Serve as the Staff Liaison to the Board of Deacons
2. Equip and Encourage Deacon Team leaders in their area of ministry in relation to overall vision of the church
3. Perform pastoral visitation in conjunction and collaboration with Pastor of Visitation, Senior Pastor, and Parish Associate

## Outreach

1. Team with the Senior Pastor in creating, implementing, and evaluating an evangelism methodology and strategy
2. Serve as a communication link to and resource person for the Mission Committee in creating and maintaining a global outreach perspective and practice

## Other Responsibilities

1. Assist in Worship as gifts allow and as the ministries need entails.  
*This may include leading in worship, preaching, and/or conducting weddings and funerals.*
2. Attend and participate in staff meetings
3. Maintain a spirit of flexibility in relation and collaboration with the Senior Pastor in an effort to live out the Church's vision and impact our community for Christ

## Evaluation

Performance reviews will be conducted annually by the Personnel Committee and the Senior Pastor as Head of Staff. The Personnel Committee will annually review the adequacy of compensation.