

DIRECTOR OF CONGREGATIONAL LIFE

JOB DESCRIPTION

Grace Evangelical Lutheran Church
Boone, North Carolina

Position Title: Director of Congregational Life

Time: Full-Time, averaging 40 hours per week, including Sundays, and two days off per week

Salary and Other Benefits: \$60,000 per year - OR - \$35,000 plus housing provided by the congregation

Other Benefits: Individual Medical Coverage; 6% Retirement contribute to a 403(b).

Reports to: Pastor Steve Troisi

Position Purpose: This position is responsible for leading and supporting deeper engagement in regular faith formation activities for all members of Grace Lutheran which includes worship, education, service, fellowship, leadership, etc.

Primary Position Responsibilities:

- ***Vision Setting and Planning***
 - Collaborate with the Pastor to create a vision and regular schedule for Faith Formation activities that align with the overall congregational mission to share God's love so that all are served and supported.
 - Communicate with the Office and Facilities Managers to ensure information and sign-ups are distributed and the building is prepared for events.
 - Update and help manage systems to get all members of the congregation more deeply engaged in all the various ministries of the congregation.
 - Become the expert in our Safe Child Policy; ensure full adherence; and when necessary, recommend updates to the policy.
- ***Ministry with Youth***
 - Build strong relationships with youth and parents.
 - Lead events/activities/service projects for high school youth at least once a month.
 - Lead events/activities/service projects for all youth (Middle and High School) at least once a month.
 - Collaborate with Pastor to facilitate confirmation instruction at least once a month, providing support with meals, games, etc.
 - Oversee all College Interns focused on Youth Ministry.
- ***Ministry with Families***
 - Build strong relationships with children and parents.
 - Collaborate with Deacon to help lead events/activities/service projects for children and families at least once a month.
 - Champion engagements in regular retreats, camps, day events, etc. offered through the ELCA, NC Synod, etc.
 - Organize and support planning and leading of weekly Children's Church programs.
 - Oversee operation of the Nursery, including supervising the Nursery Coordinator.
 - Oversee all College Interns focused on Family Ministry.

DIRECTOR OF CONGREGATIONAL LIFE

JOB DESCRIPTION

- ***Ministry with Adults***
 - Build strong relationships with Adults of all ages.
 - Support Adult activities, including Faith Formation Classes, small group meetings and activities, and large group fellowship meals and events.
 - Assist in recruiting and supporting volunteers to serve on Sunday mornings and for other needs of the congregation.
 - Seek ways to help all members engage more deeply in the ministry of the congregation, including, identifying ministry gaps and recruiting volunteers to initiate new ministries.
- ***Sunday Morning Leadership***
 - Be present on Sunday mornings and large congregational events to connect with congregation members.
 - Ensure that Sunday volunteers, Nursery Staff and volunteers, Interns, and Children's Church volunteers are present and properly supported to fulfill their roles.

Grace Staff Core Competencies:

- ***Professional Skills:*** Skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.
- ***Accountability:*** Demonstrates responsible personal and professional conduct, which contributes to the overall goals and mission of Grace Evangelical Lutheran Church.
- ***Relationships:*** Interacts effectively with others to establish and maintain smooth working relationships and to ensure expectations are met.
- ***Communication:*** Effectively communicates by actively listening and sharing relevant information with staff, congregation members, and others in order to contribute to the overall effectiveness of communication within the Grace community.

Name

Date

Steve Troisi, *Senior Pastor*

Date