

Job Title: Director of Community Life

Reports to: Senior Pastor

FLSA Status: Exempt, Full Time

JOB SUMMARY: Lead the church in carrying out its mission through direct leadership and programming for high school and middle school students; develop, support, and sustain faith formation opportunities for children, adults, and families; supervise direct reports; and contribute to organizational effectiveness. Priority is placed on building and sustaining intergenerational connectedness and building relationships with and between the congregation.

DUTIES AND RESPONSIBILITIES:

General:

- Carry out the duties of the job summary.
- Participate in worship as needed.
- Participate in Council meetings as required.
- Participate in Grow Team and Serve Team meetings.
- Attend staff meetings.
- Relate to people through word and deed with warmth and respect.
- Be willingly accountable to the Senior Pastor.

High School, Middle School, Children's Ministries: (50% Job Focus)

- With input from the Senior Pastor and staff, work with your direct reports to establish goals, direction, curriculum, and events for high school and middle school.
- Lead the high school and middle school programs. Build relationships with River Terrace Church youth.
- Recruit and assemble a paid and/or volunteer staff to assist. Provide leadership, input, encouragement, mentoring, counsel, and general supervision for leaders assisting in these ministries.
- Be a familiar and known catalyst and public voice for these ministries.

Children, Adults and Families:

- Evaluate current children's, adult, and family faith formation programming. Work with the church staff and volunteers in setting the direction, focus, and resources for these activities going forward.
- Recruit and assemble a paid and/or volunteer staff to assist in these efforts.
- Work with the staff and volunteers to find concrete ways of connecting intergenerationally.
- Be a known catalyst and public voice for these activities.

Leadership:

- **Lead by example as a servant leader. Show humility, openness, and confidence when giving direction.**
- **Be a patient and active listener.**
- **Be a trusted and transparent communicator.**
- **Show genuine love for people and act with their best interests at heart.**
- **Be ready to speak thoughtfully and clearly on the opportunities and issues facing RTC.**

DIRECT REPORTS:

TBD.

Paid and volunteer positions to assist in the leadership of Community Life programs.

QUALIFICATIONS:

- **Have a genuine love for Christ and a fervent desire to help RTC flourish.**
- **A depth of organizational and leadership experience in church, school, or business settings.**
- **Educational background and experience that prepares for a career in church leadership.**
- **A reformed theology and a willingness to become an active member of River Terrace Church.**
- **Love for kids and families.**
- **Love for teaching and training.**
- **Strong organizational skills.**
- **Strong written and verbal communication.**
- **Discernment and ability to navigate with maturity.**
- **Ability to translate vision and broad ideas into action.**

WORK SCHEDULE: This full-time job requires a minimum of 40 hours/week, but will sometimes require more than 40 hours to fulfill the duties. It is expected that a reasonable majority of those hours will be on-site.