

RIVER TERRACE CHURCH

Job Title: Community Life Director

Reports to: Lead Pastor

Status: Other Ministerial, Non-Exempt, Part Time

JOB SUMMARY: Lead the church in carrying out its mission through the development, deployment, and sustaining of faith formation programming, education, and opportunities for adults, all with an emphasis on small groups. Provide direct supervision of the Children's Ministry Director and the Youth Ministry Director.

DUTIES AND RESPONSIBILITIES:

Hands On:

- Evaluate current adult and family faith formation programming. Develop and coordinate programming for adults. Work with the church staff and volunteers in setting the direction, focus, and resources for this work going forward.
- Promote and recruit a team of volunteers that can be leaders who assist in the operation of faith formation efforts.
- Facilitate vital small groups. These groups may be of various sizes: large, small, triads, or even one-on-one. Small group focus includes both teaching and service.
- Model effective leadership through leading a small group. Provide small group leaders with support and training as needed.
- Encourage and provide opportunity for intergenerational participation.
- Participate in worship as needed.
- Attend Staff Meetings.

Oversight:

- Provide direct supervision for the Children's Ministry Director and the Youth Ministry Director.
- Work directly with the Lead Pastor on integrating children, youth, and adult ministries into a coordinated effort supporting the mission of RTC.

Leadership:

- Relate to people through word and deed with warmth and respect.
- Lead by example as a servant leader. Show humility, openness, confidence, maturity, and professionalism in giving direction.
- Advocate for the work of Children's and Youth Ministries. Provide counsel and build accountability with your team.
- Be a patient and active listener.
- Be a trusted and transparent communicator.
- Be a known catalyst and public voice for adult ministries.

QUALIFICATIONS:

- A genuine love for Christ and a fervent desire to help RTC flourish.
- Organizational experience in Church, School, HealthCare, or corporate settings.
- 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:

Average 20-25 hours per week.

Regular participation in Sunday programming.

It is expected that a reasonable majority of those hours will be on-site.