

## Community Ministry Director Job Description

*Calvary Church, St. Peters, Missouri*

**Effective Date:** August 10, 2023

**Title:** Community Ministries Director (or, Pastor, if applicable)

**Classification:** Full-Time, Exempt

**Benefits:** As indicated in the Staff Employee Handbook

**General Purpose:** The primary purpose of this position is to faithfully lead Community Ministries in a way that is aligned with the Scriptures, statements of belief, and values of the church. The Community Ministries Director will accomplish this purpose through these major responsibilities:

1. Committing to prayer
2. Leading opportunities for individuals and the corporate body to be the hands and feet of Christ in St Charles County
3. Partnering with area churches and local agencies to provide or support ministries or services deemed invaluable to our community
4. Communicating community ministry stories with the whole church
5. Recruiting, training, and caring for volunteer leaders
6. Some general shepherding duties, as assigned

**Reports To:** Transformational Ministries Pastor

**Supervises:** Community Ministries Associate

**Works With:** Missions Director, Interim Lead Pastor, Strategic Operations, all Transformational Ministries Directors

### Leadership Values:

- Models and protects the purity, unity, and faith of the congregation as outlined primarily in the Scriptures and secondarily in the Bylaws of the church.
- Champion the transformation and discipleship of lay leaders, both women and men, to live out the vision of the church.
- Shepherds the mission, vision, strategy, and outreach of the church so that all generations and all people have opportunities to live out their faith in Christ and share it with others.

- Practices clear, candid, appropriate, and timely communication with the church and staff.
- Demonstrates humility in public and private, in peace and conflict.

### Key Responsibilities:

1. Commit to Prayer
  - Prayerfully pursue making an irreplaceable impact through community ministry
  - Prayerfully consider Calvary's past, present and future services and partnerships
  - Ensure prayer for volunteers continues
2. Lead opportunities for individuals and the corporate body to be the hands and feet of Christ in the St Charles County - and surrounding counties when appropriate - in accordance with the Impact Ministry Environment Profile
  - Determine and monitor the most significant needs of the local community to guide the goals and parameters of local community impact opportunities.
  - Champion a comprehensive strategy for missional opportunities and lifestyles in the greater St Charles County area, often partnering with other churches, ministries, and organizations.
  - Ensure community impact initiatives include equipping participants to share the Gospel and build relationships.
  - Amplify and coach the vision and culture of Impact ministries among colleagues and in the church
  - Effectively communicate local community ministry initiatives to the church.
  - Partner with the Missions Director, Communications Director, Worship Director, and Transformational Ministries Pastor to elevate Irreplaceable Impact storytelling.
3. Partner with area churches and local agencies to provide or support ministries or services deemed invaluable to our community
  - Represent Calvary in the community with local agencies and other churches
  - Maintain mutually beneficial mission relationships, both extending Calvary's help and inviting others' for the good of the community
  - Explore potential new partnerships.
  - Conduct all business related to partnerships with optimism, integrity and sound management
5. Recruit, train, and care for volunteer leaders
  - Maintain participant and leader pathways into community ministries
  - Shepherd leaders through pre- and post-ministry debriefs

- Form a community ministries connection point for collaborative execution and celebration of community ministries
6. Create and implement the community ministry budget.
  7. Works effectively with the Deacons and Deaconesses
  8. Some general shepherding duties, as assigned
    - Care for the needs of congregants as assigned.
    - Support worship gatherings as assigned.
  9. Create a monthly report for the Transformational Ministries Pastor of ministry updates, celebrations, hardships, and staffing concerns and highlights.

#### Qualifications:

- Strong devotional life.
- Lives and works in accordance with stated Staff expectations.
- College degree in a related field, or equivalent ministry experience, required. A theological degree from an accredited evangelical seminary is preferred.
- Acceptance of biblical theology as outlined by the EFCA.
- Champions the vision of Calvary Church without hesitation.
- At least five years of proven successful leadership in a similar role.
- Effective communicator as affirmed by multiple generations and peoples.
- Ability to work effectively with different teams within the church.
- Someone who enjoys people, encourages and motivates cheerfully, helps people feel at ease, and creates safe opportunities for others.
- Strong conflict resolution skills are necessary; able to take criticism that may not always be warranted, while pursuing peace as much as possible.
- Demonstrates humility and grace, with a willingness to accept responsibility for own failures and failures of Group leaders regardless of fault.
- Serves as an example of a loyal friend and family member, who can properly balance the obligations of professional and private life.
- Demonstrates Christian unity with other church leaders from different ethnicities and backgrounds for the furtherance of the Kingdom.
- Honed leadership skills
- A spiritual gift mix of mercy, evangelism, and discernment.
- A self starter with a higher-than-average level of initiative.
- This person has an adventurous willingness to move into new, fresh opportunities. Balanced with self-governance and good boundaries.

- Team-oriented to the end they move forward with other people, rather than individually autonomous.
- A blend of intuitive and data decision-making logic and motivational base.
- This role requires a fairly high pace, though not too high that it burns out volunteers. He or she has a high energy capacity/level that channels into diverse activities at the same time, yet also enough shepherding and relational intelligence to discern the needs of volunteers and church calendars for pacing. A willingness to humbly adapt his or her own pace to the pace of the surrounding context and volunteers.

**Review:** Reviewed annually by the Transformational Ministries Pastor

## The Profile of the Community Ministry Director

The Community Ministry Director has at least five years of proven experience in church ministry, social work, community outreach, missions ministry, or a related field. He or she has a track record of seeing and caring about a community wherever they have previously served.

Whether a Pastor or Director fills this position, they will shepherd, lead, and cultivate a culture that leads Calvary Church to be a witness and neighbor in St Charles County and (on occasion) surrounding counties. The individual is thereby a major ministry leader among church leaders at Calvary. His or her lifestyle demonstrates such consistency and perseverance in faith.

The individual's leadership inevitably starts with prayer for the community, church, teams of volunteers and leaders—as well as for discernment.

This person represents Calvary with local agencies and churches, so his or her dealings, commitments, and communications demonstrate integrity, being above reproach and trustworthy for the sake of the network of relationships they manage. The Director demonstrates humility and consistency in these partnerships.

The spiritual gifts of mercy, evangelism, and discernment are required for the Community Ministry Director to function in the role at Calvary. Community Ministries at Calvary are a deliberate commitment to compassionately engage our neighbors – representing the Gospel in action – and clearly communicate the gospel whenever possible. Discernment is certainly necessary; mercy and care dominate this individual's life. People quickly affirm that the Director exhibits this unusual mix of mercy, evangelism, and discernment as he or she helps people, develops leaders, guides partnerships, and evaluates new opportunities.

This leader is someone who demonstrates a true heart for people. He or she enjoys people, demonstrating cheerful, motivational skills. He or she helps people feel at ease, and creates safe opportunities for others. As with much of life, strong healthy conflict resolution skills will be necessary, even taking criticism that may not always be warranted. They will choose to pursue peace as much as possible.

The Community Ministry Director amplifies the vision for community impact and missional culture among colleagues and in the church. The individual is a skilled communicator in order to champion community ministries and envision a preferred future. Whether by gifting or experience, this person has honed leadership skills. People appreciate the balance of humility and leadership in the Director.

The Community Ministry Director has a more intuitive decision-making style of logic. Yet because he is responsible for curating, analyzing, and relaying relevant data, he or she does not make “snap decisions” unrelated to everything else that must be considered. He depends upon a blend of intuition and data. People often confirm, “He is street smart.”

The Director is a self-starter with a higher-than-average level of initiative. An adventurous willingness to move into new, fresh opportunities serves the Director well.

This role requires a fairly high pace. He or she is able to pace themselves – demonstrating balanced commitments, self-governance, and good boundaries. At the same time, the Director exhibits a willingness to humbly adapt his or her own pace to the pace of the surrounding

context and volunteers. So the Director has a high relational intelligence to discern the needs of church calendars and volunteers so as to not burn out volunteers. .

A low energy person will not work well at Calvary Church. So, the Director has a fairly large "platter" that channels into diverse activities at the same time. Though he or she knows their own pacing – self-confident enough to know when to slow down or seek rest – he has an energy level that is high enough to be productive and successful even when challenges arise.

While the Director often finds himself or herself in front of their teams, it is vital this person operates in a team-oriented way, to the end that they move forward with other people, rather than individually or autonomously. There is a passion, as well as a commitment, to develop teams. The individual's "team-first approach" extends in multiple directions.