



## **Job Description**

### **Position Title: Community Life Minister**

**Purpose:** To create and promote opportunities for people to connect and grow in community through: small group involvement, serving our family of faith and interacting with current ministry and discipleship/educational opportunities.

**Reports To:** Executive Minister

### **Responsibilities:**

#### **Small Groups (SG)**

- Serves as the primary architect and developer for SG's, including Sunday morning and Wednesday evening spiritual formation times
- Creates a vision and structure for SG's based on OC's culture and leadership's desire to integrate all new members into a SG in order to facilitate a "smaller community" experience within a large and growing congregation
- Provides a system for ongoing recruitment and training of SG leaders so that when new SG's are established new leaders are prepared to lead
- Develops and prepares hosts and sites for the establishment of new SG's
- Works to assure new small groups are formed to support numerical and spiritual growth
- Develops and/or provides curriculum to SG leaders
- Ensure that SG's are places of care and disciple making in order to address the SG's pastoral needs
- Coordinates with OC database manager and webmaster to assure accurate information is kept on SG's offerings and involvement
- Prepares and manages SG budget

#### **Serving our Family of Faith**

- Assists in the pastoral care of the congregation as the first line of response to connect people with appropriate resources and support
- Coordinates shepherding and SG support with pastoral needs
- Arranges for spiritual and/or professional counseling support if necessary
- Assures proper follow-up for all pastoral situations
- Prepares and manages the pastoral care/benevolence budget

#### **Interacting and Providing Spiritual Formation with Current Ministries**

- Arranges for all teachers, co-teachers, class facilitators and topics for Sunday morning and Wednesday adult classes
- Works closely with other ministers/ministries to connect membership with service and outreach opportunities in our church and local community



- Creates an intentional discipleship process to help Christians mature in Christ
- Develops an adult discipleship team to process educational needs, teaching opportunities and raising up servant leaders
- Provides teaching opportunities in SG's for members and attendees to better understand what discipleship is all about, e.g. "living for Jesus in our homes, neighborhoods, work place and schools."
- Gives effort to involve every member in at least one OC ministry
- Utilizes "a Spiritual Gifts" Inventory to help assess a member's strength in determining their best area of involvement

**Desired Characteristics:**

- Love for Jesus and for Kingdom work
- Strong relational skills, positive attitude, and patience under pressure
- Ability to challenge people in truth and love
- Flexibility, resourcefulness, and problem solving skills
- Organization and administration abilities
- Three years or more of experience as a minister in a large church context
- Education and experience in small group development with a solid background (classes, workshops, trainings, etc.) in small group processes
- History of success integrating members into ministry with a large church (1,000 plus)
- Formal theological training. Master's degree preferred.