

DIRECTOR OF CONGREGATIONAL LIFE

1. **RELATIONSHIP TO STRUCTURE AND MISSION** - This position was created to support, enrich, expand and develop relational, spiritual, and educational ministries of the Congregation focusing primarily on youth, education, counseling, and Small Group ministry. The Director shall report to the Pastor and work directly with the Growing Team and shall report to the Congregation Council in a written report for its monthly meeting and to the Congregation for its January Meeting.
2. **PLANNING** - The Director shall attend meetings of the Growing Team and other related ministry areas as needed, and assist in planning the overall educational, youth ministry, counseling, and Small Group ministry of the Congregation including specific long and short range goals and objectives for all areas of a comprehensive educational, youth, counseling, and Small Group ministry.
3. **LEADERSHIP DEVELOPMENT** - The Director shall assist program leaders in the selection of teachers, substitutes, and resource personnel for existing and new educational, youth programs, and Small Groups as well as taking the lead in the development and implementation of an on-site counseling center at King of kings. The Director will also assess the needs of participants and leaders serving in these programs and provide resources, training, and support to develop their skills and better equip them to fulfill their various responsibilities. The Director is not expected to personally lead programming, but to develop and support leaders and others who will plan and carry out these programs.
4. **PROGRAM DEVELOPMENT** - The Director shall periodically review and evaluate existing programs to determine their effectiveness and make recommendations for improvements and changes. The Director will also assess the educational, youth ministry, and Small Group needs of the community and Congregation, and design and implement new programs to address those needs.
5. **RESOURCE DEVELOPMENT** - The Director shall review congregational youth and education programs such as Sunday School, Confirmation Ministry, Adult Bible Study, Vacation Bible School, Library, Nursery, First Communion Classes, and special educational programs including counseling education programs to recommend curriculum, and coordinate ordering and presenters to address specific topics. The Director shall advise teachers and leaders of personnel, print, audio visual and other resources which will enhance their ministry. The Director shall provide resources and support for elementary, junior high, senior high, and young adult ministry as well as the development of Small Group leaders through training and personal recruitment. The Director may recommend new programs in other areas such as puppet ministry, music, dance and drama, an in-house day care center, congregational workshops and seminars, and others.
6. **PROMOTION AND INTERPRETATION** - The Director shall promote educational programs, youth ministry, Small Groups, and counseling ministry programs and seek to increase the number of persons involved in congregational programs. Bulletins, newsletters, posters, bulletin boards, brochures, and other available communication vehicles will be utilized to inform members and friends of various programs and encourage their active participation.
7. **OUTREACH** - The Director shall foster the Congregation's Outreach efforts by involving prospective and new members in educational programs, youth ministry, and Small Groups as participants and leaders. The Director shall work to provide youth, education, and Small Group leaders with methods for improving the climate of the Congregation and increasing the effectiveness of our outreach efforts.

Skills and Experience: Must be able to work well with individuals and groups and have strong organizational and administrative skills. Must be able to develop leaders and share substantial parts of the work with congregational volunteers. Experience in youth and education ministry helpful. College training or degree desired, but not required.