



Community Life Director

Peace Church is seeking a full-time (salaried, 40-hours a week) Community Life Director who will lead in fostering a warm, welcoming environment where people can get connected into the life and mission of our church.

The Community Life Director serves to develop and lead a strong culture of connectedness among the congregation and serves to equip the church for community impact in fulfillment of Peace Church's mission. The primary areas of oversight for this position are 1) hospitality, 2) small groups, and 3) local outreach.

A fitting candidate will have a deep love for Jesus and Peace Church, be organized, be able to recruit and equip others to perform tasks that embody a welcoming presence, be proficient with digital tools for organization and communication, and enjoy working with a fun group of people with vision on mission.

Peace Church seeks to be a church that is gospel-centered, family-focused, and kingdom-minded. Our vision is to see the Gospel embraced and passed on for generations of Kingdom-impact. Peace Church is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1100.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Full-time, salary.

Pay commensurate upon training and experience.



Community Life Director

Function

The Community Life Director serves to develop and lead a strong culture of connectedness among the congregation and serves to equip the church for community impact in fulfillment of Peace Church's mission.

Full-time.

Accountability

The Community Life Director reports directly to the Pastor of Congregational Care.

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a given deadline.
8. Able to independently follow-up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
9. Able to effectively operate software such as Microsoft/Apple office suite, Planning Center Online, Leadr
10. Excellent people and recruiting skills.
11. Able to manage time well.
12. Able to solve problems.
13. Flexible and adaptable.
14. Model of hospitality organically and professionally.
15. Able to maintain confidentiality.

Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, training opportunities, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be(come) a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.
5. Will consider most Sundays to be working days.

Staff Culture Priorities

1. Become fully integrated into the life of Peace Church
2. Embrace our vision for Organic Outreach
3. Become a team player who champions our staff values
4. Pursues numerical growth and spiritual development of every ministry

Responsibilities

1. HOSPITALITY MINISTRY

Foster a welcoming encounter for attendees, lead the hospitality volunteer team, and help people connect. Includes such items as:

- a. Recruit, train, schedule, and lead volunteers.
- b. Identify, welcome, gather contact information from and follow up with newcomers.
- c. Field questions from attendees.
- d. Coordinate front lobby and other entrance spaces.
- e. Coordinate coffee and refreshments.
- f. Coordinate the volunteer lounge.
- g. Make requests to the communication department to help newcomers.
- h. Maintain equipment and supplies.
- i. Oversee the hospitality budget.
- j. Lead hospitality initiatives

Includes such items as:

- o Schedule and coordinate Newcomer Lunches.
- o Coordinate hospitality for special events and holidays.
- o Coordinate seasonal and holiday decorations.

2. GROWTH GROUPS MINISTRY

- a. Provides top-level leadership for Growth Groups (small groups ministry); vision, growth, administration, and flourishing of this ministry and eventual campuses

- b. In coordination with the Pastor of Congregational Care, provide recruitment and training opportunities for growth groups; training these groups to be places of mutual shepherding and care.
- c. Develop, coordinate, or provide opportunities for growth groups to minister to surrounding areas through acts of care, evangelism, and community service.
- d. Develop resources for groups to use that are in tandem with past, current and future sermon series (such a video guide, discussion questions, other related tools which will develop groups for spiritual growth)

3. LOCAL OUTREACH

As a development of our church community, promote outreach opportunities for our church that are both organic and coordinated which seek reach out to, serve, and care for our community, sharing the goodness and love of Jesus Christ.

Confidentiality

Each staff person of Peace Church shall maintain and respect all privileged, personal, and confidential matters of which he/she may be aware or assigned.