

WEST END CHRISTIAN REFORMED CHURCH

POSITION DESCRIPTION

April 2017

Position Title: Pastor of Congregational Life and Community Engagement

Accountability: The Pastor of Congregational Life and Community Engagement is accountable to council.

Position Summary: This will be a full-time position with major responsibilities to include but not limited to:

- i. Organize, equip, and provide training for the congregation's efforts to welcome and enfold newcomers.
- ii. Help members and adherents to identify their gifts and where to use them both church and community ministry.
- iii. Coordinate and support discipleship programs and small group ministries.
- iv. In consultation with the Lead Pastor, provide counsel and/or referral to those in need.
- v. Network within the community to foster ministry partnerships.
- vi. Communicate the vision and mission of the church to its members.
- vii. Oversee direction and give leadership to West End's outreach ministries and social justice programs.
- viii. Oversee West End's communications via website, promotional materials and social media accounts.
- ix. Provide spiritual leadership and support by attending deacon and outreach meetings regularly.
- x. Preaching God's word as may be required.
- xi. Coordinate and maintain the WECRC family photo directory.
- xii. Give direction, find and develop curriculum and provide leadership for Small Groups, Bible Study and Adult Education.
- xiii. Other duties as requested by council.

Characteristic Duties:

- i. Approximate division of duties is Congregational Life 35%, Community Engagement 30%, Pastoral Care 25%, and Administration 10%.
- ii. Arrange for scheduling and training of hosts and greeters.
- iii. Introduce new members as required.
- iv. Update congregation on activities and events.
- v. Coordinate congregational activities and church events.
- vi. Support discipleship programs and small group ministries.
- vii. Give leadership to the Fellowship Groups.
- viii. Develop equipping and training materials as assigned.
- ix. The person filling this position must be Ordained or Commissioned Pastor.