

Job Description-Director of Community Formation Steele Creek Presbyterian Church at Pleasant Hill

Purpose:

This position is responsible for driving the internal cohesion of the congregation. This is done by developing the “weekly community” (small groups) strategic environments. Specifically, the Director of Community Formation:

- Clarifies and communicates the expectations around what we mean by “weekly community”
- Recruits and trains leaders to facilitate weekly community environments
- Supports weekly community leaders with spiritual care and shepherding
- Helps to drive enrollment in weekly community environments

Organization:

The Director of Community Formation will report to the Senior Pastor with oversight coming from the Session and Administration and Personnel Ministry Team. The position will be a full-time, exempt, salaried staff position. Hours of work will include evening and weekend activities.

Responsibilities:

- Planning curriculum and activities for various children, youth, and adult programs. This may include programing such as Sunday school, retreats, bible studies and VBS
- Recruiting and training volunteers to lead and assist with various weekly community activities across all ages
- Teaching in various environments such as bible studies, Sunday children’s message, and pre-school
- Managing paid childcare workers, volunteer schedules, policies and procedures and any other documentation
- Shaping, setting, and executing the goals and programs with the Christian Growth Ministry Team as they seek to provide Weekly Community events
- Effectively and accurately communicate with the congregation so that they are informed of weekly community opportunities in the life of the Church
- Engaging regularly and familiarly with the members of the congregation

Qualifications and Experience:

- Exhibits mature and growing faith in Jesus Christ with ability to share and lead others in the faith
- Ability to develop and implement new programs while working in a team environment
- Demonstrate an encouraging, positive attitude and the ability to translate vision into reality
- Must have strong relationship building skills and a desire to be a leader of the Church
- Attention to detail and follow through on assignments and deadlines
- Bachelor’s Degree in Christian Education, Religion, or a related field preferred