**Director of CLC Culture**

*Job Description*

Purpose

The purpose of the Director of CLC Culture is to foster transformation in Christ by developing community among those who worship at the CLC. Emphasis will be placed on helping CLC congregants become involved in ministry in a way that lines up with their spiritual gifts and fosters their spiritual growth.

Primary Responsibilities

1. Catalyze the development of relationship among CLC worshippers.
   1. Get to know as many people as possible who worship in the CLC
   2. Identify and equip people who are naturally welcoming to be intentional about building community among CLC worshippers.
   3. Contact first and second time guests.
2. Encourage and equip CLC worshippers to take their next step of discipleship
   1. Provide guidance so people can find their “best fit” for serving in ministry
   2. Work with the Director of Group Life to help connect CLC worshippers into group life at First Church.
3. Recruit, train, and lead the following teams
   1. Welcome Team (Head Ushers, Greeters, Information/Connection Center etc)
   2. Communion Team
   3. Prayer Team
4. Work as a team with the Director of Contemporary Worship, Director of Technical Ministries and other staff as opportunities arise. Participate in Worship Planning Meetings and Contemporary Worship Design Meetings.
5. The person serving in this position is also responsible to maintain high moral integrity and invest in their own spiritual growth.

Other Responsibilities

1. Serve on the staff Leadership Team and attend monthly meetings led by the Lead Pastor.
2. Serve on the staff Worship Team and attend monthly meetings led by the Executive Pastor.

Minimum Requirements

1. Experience leading a ministry (may be volunteer)
2. Demonstrated leadership and interpersonal skills
3. Basic computer skills (Email, Word, OneDrive)
4. Safe Sanctuary Clearances must be received on all employees prior to beginning employment.

Physical Requirements

1. Able to move about freely around the church campus.
2. Able to easily communicate with congregants.

Core Competencies

1. *Interpersonal Skills.* Able to develop relationships with CLC congregants, especially those who are not well integrated into the life of the church. Enjoys getting to know new people. Is easy to approach and talk to and is sensitive to the interpersonal anxieties of others. Builds constructive and effective relationships; uses diplomacy and tact.
2. *Team Orientation.* Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
3. *Showing a humble spirit.* Is comfortable in a “behind the scenes” role. Does not need to be the person “up front.” Enjoys one on one relationships more than being in front of the congregation.
4. *Delegating*. Clearly, comfortably, and willingly delegates both routine and important tasks and decisions. Broadly shares both responsibility and accountability. Trusts the team to perform.
5. *Developing leaders.* Fosters multiplying DNA by raising up leaders. Sees and brings out the best in other people. Provides challenging and stretching opportunities for the team. Is a “people builder.” Shares ownership, visibility and kudos.
6. *Making decisions.* Is able to make good decisions in a timely manner and even when information is incomplete. Sought out by others for direction and leadership. Has a “can do” attitude and positive spirit.
7. *Adapting*. Flexible about making changes when circumstances change. Readily changes strategies, programs, etc when the direction of the church or the needs in the broader culture change.
8. *Organizing*. Gets things done in a way that does not create stress for other people. Uses resources effectively and efficiently.
9. *Communicating*. Effectively presents ideas in both verbal and written form. Able to communicate well one-on-one and in small groups.
10. *Vision ownership.* Demonstrates understanding and full support of the vision of becoming a dual expression church, with gathered and sent communities. Behaves in a manner congruent with this vision and the core values of the church.

Details

1. The position is part-time (20 hours per week).
2. The position is given 4 Sundays “off” per year.
3. Compensation is reviewed and recommended to the Lead Council on a yearly basis.
4. Position benefits, procedures, etc. to be done in accordance with the Church’s Employee Handbook (The Handbook is to be reviewed with verification signed and returned to the supervisor.
5. Supervisor is the Executive Pastor.

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