



DIRECTOR OF COMMUNITY LIFE
POSITION DESCRIPTION

Direct Report: Pastor of Missions and Small groups

Classification / Minister Designation: Exempt / Ministerial

Part/Full-time: Full-time

Pay Range: \$58,000 - \$65,000/annually, based on experience

Days/Hours: Typically Monday - Thursday and Sunday; hours vary based on need

Church Membership Required: Yes

Greenwood Mission Statement: *Forming disciples who love Jesus and follow His way.*

Position Summary:

This position is best suited for an individual with a deep heart for transformational community with an ability to be outgoing, friendly, and relational. Significant responsibilities will include recruiting, building, and developing teams and creating a culture of welcome, fun, and invitation. They should have a passion for those within the church who are new or on the margins of community and have a desire to help them get connected. They creatively and strategically think through ways to welcome new people on a Sunday morning, follow up with them, and connect them to the church. They recruit, cast vision, and lead our Connections Team. They love to create fun and engaging events to build community and on-ramps towards small groups. They also have a passion for small groups and lead the small group ministry through recruiting, casting vision, developing, and shepherding small group leaders.

Supervisory Responsibilities:

- No direct reports

Duties/Responsibilities:

- CONNECTIONS:
 - Recruit, cast vision, and lead the Connections Team
 - Organize greeters for Sunday morning
 - Follow up with visitors

- Organize the *Connecting Point*, including books and book sales
- Organize *Coffee & Treats* teams in-between the services
- COMMUNITY LIFE EVENTS:
 - Organizing church-wide community events
 - Organize and lead Discover Greenwood Classes and help with New Members class as needed
 - Collaborating with the Outreach Community Team towards community and outreach events
- SMALL GROUPS:
 - Recruit, cast vision, and shepherd all small group leaders
 - Develop small group coaches to help mentor leaders
 - Preach and teach on God's heart for community
 - Organize small group launches twice a year
 - Once a semester, lead a gathering of small group leaders to connect, encourage, and train

Required Skills/Abilities:

- Excellent interpersonal and communication skills
- Excellent leadership, confidence and motivational skills
- Detail oriented and good with administrative tasks, event planning and decision-making
- Self-starter with ability to manage time well both with short- and long-term projects and needs
- Proficient with word processors, spreadsheet management systems and web-based database and communication systems
- Ability to effectively interact with various teams and individuals

Qualifications:

- Bachelor's degree required; degree in a related field of ministry a plus
- Minimum of 5 years experience serving in the church, specifically leading in areas of Community Life and Small Groups

To Apply: Please send your cover letter and resume or CV to the attention of Amber Robinson at hrcontractor@greenwoodcc.com.

For additional information regarding our church community:

- Website: www.greenwoodcc.com
- Facebook: <https://www.facebook.com/GCCDenver/>
- Instagram: <https://www.instagram.com/greenwoodcommunitychurch/>
- Vimeo: <https://vimeo.com/greenwoodcommunitychurch>
- Podcasts: <https://podcasts.apple.com/us/podcast/greenwood-community-church/id1084540716>