

## Concord Church Position Description

**Job Title: Director of Ministry**

**Reports to: Senior Pastor**

**Updated: June 13, 2019**

### General Summary:

The Director of Ministry/GROW Leader is responsible to provide leadership and oversight to the adult, youth and children ministries. He/She will provide oversight to a team of leaders who will implement our overall strategy for making disciples in the life of our church.

The role includes development and execution of an annual growth plan based on the vision, mission and strategy of Concord Church. The overall win is to build a movement of multiplying disciples.

The Director of Ministry/GROW Leader is a leader of leaders, managing and developing the staff member responsible for the following ministries:

- Nursery Ministry
- Childrens' Ministry
- Youth Ministry
- Young Adult Ministry
- Mens' Ministry
- Womens' Ministry
- Couples Ministry
- Small Groups Ministry

The Director of Ministry/GROW Leader exhibits the four Core Values of Concord Church:

- ***Boldness for Christ*** – *Unapologetically representing Christ to the world. (Phil. 1:20)*
- ***Passion for People*** – *Intentionally cultivating lifegiving relationships. (John 13:35)*
- ***Catalyst for Change*** – *Relentlessly transforming our city. (Jer. 29:7)*
- ***Hunger for More*** – *Radically pursuing what God has next for me. (Matt 5:6)*

### Essential Functions:

- Serves as the Team Leader to provide strategic leadership and direction for a staff team that is serving the adult, youth and children ministries.
- Implements Concord's mission, vision and strategy specifically in the adult, youth and children ministries through the leadership team.
- Develops a comprehensive vision and strategy for discipleship /spiritual growth.
- Establishes ministry goals and guides the ministry leaders and leadership teams to implement strategies to support goal attainment.
- Researches best practices and trends for ministry in order to remain current and innovative.
- Coaches team leaders to develop vibrant, healthy and strong ministries.
- Collaborates with other staff members and ministry leaders to build community and work for cohesion across the life of the church.

- Manages the ministry teams toward success in discipleship plans, volunteer development, developing leaders, financial management, and innovation.
- Provides monthly ministry reports that overview the status of the ministries.
- Evaluates the work of ministries and coaches them toward success.
- Supports the Senior Pastor by assisting with various projects and assignments.
- Oversees on-going professional development of the team
- Attends Sunday and mid-week worship services, as well as special services
- Ministers and cares for members and families in the life of our church and community.
- Performs weddings, funerals, baptisms, communions, and other significant life events.
- Attends and successfully completes all training required by Concord Church.
- Perform other duties as assigned by the Senior Pastor

#### Education and Experience:

- This position requires a minimum of a bachelor's degree (BS or BA) from an accredited college or university. A master's degree in church leadership or Small Groups is preferred. A seminary or graduate degree is a plus.
- Past experience with managing and developing leaders in a work context.
- Have a successful track record of leading an adult ministry through a large team of volunteers. Must be a leader-developer who seeks to do ministry and lead through others.
- Possess exceptional organizational leadership multiplication capabilities.
- Ability to develop team leadership, supervising effectively a multi-staff with specifically assigned roles.
- Ability to identify and cultivate the gifts and potentials of employees and evaluate the extent to which programs and staff are effective.
- Ability to work without direct supervision and is highly motivated.

#### Personal Characteristics:

- Has a clear testimony of faith in Jesus Christ
- Possesses a pastoral heart
- Is in alignment and full agreement with Concord Church philosophy of disciple-making
- Is a team player
- Is teachable/humble
- Is a proven leader
- Is a developer of people
- Has a strong work ethic
- Has a working knowledge of Microsoft Office, Church Management database, and social networking/web applications

#### Travel Requirements:

This position is required to conduct services, visit church members, perform community outreach, and attend meetings away from the primary church location. A valid Texas drivers' license and acceptable motor vehicle record is required.

Concord Church Membership:

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.