

FIRST PRESBYTERIAN CHURCH OF LANSING, MICHIGAN

DIRECTOR OF CONGREGATIONAL LIFE AND OUTREACH

Position Purpose

The Director of Congregational Life and Outreach leads church engagement with the community, develops programs to enrich congregational life with an emphasis on intergenerational experiences, uses creative methods to connect with the unchurched, develops opportunities for the congregation to serve the wider community, especially the underserved, and generally encourages and directs out-facing ministry.

First Pres has a deep commitment to social justice and community engagement. The church also values a diverse workplace and strongly encourages Black, Indigenous and People of Color (BIPOC), LGBTQ+ individuals, and people with disabilities to apply for this position.

Accountability and Position Status

The Director of Congregational Life and Outreach is supervised by the Pastor as head of staff and accountable to the Session and Personnel Committee.

This is a full-time, "at will", exempt position.

Personal Qualities

Ideally, this is an engaging, creative, energetic servant leader who is passionate about creating a congregational culture in which Christian faith is nurtured and carried to the larger community and world.

An excellent communicator.

Leadership qualities that result in a high degree of visibility in congregational life.

A relational person who can recruit volunteers and build project teams.

A collaborative team player, with a teachable and coachable spirit, who becomes an integral part of a supportive church staff.

Flexible to work with staff and the congregation on projects and functions that go outside of the formal position description.

An individual who is motivated to learn and grow into this challenging position.

High level of integrity, work ethic, & self-care.

Physically and mentally energetic and willing to work flexible hours.

A person of Christian Faith.

Able to commit to 1st Presbyterian's Vision 2020 Statement and support the "open and affirming" policies and culture of our church.

Qualifications

College degree preferred, seminary and other post-graduate training beneficial.

Experience strongly preferred but can range from church, governmental, or social mission organizations.

Background with multi-ethnic environments, urban ministry, or non-traditional church environments beneficial but not required.

Being well versed in using technology to communicate, especially social media tools.

Responsibilities

Representing 1st Presbyterian of Lansing, develop relationships with community organizations, especially those working for racial, gender, sexual orientation, and economic justice, and identify opportunities for collaboration and partnership.

Identify needs within the community and develop short and long-term plans in response.

Maintain and develop missional projects to the community including those with 1st Presbyterian leadership and others as a partner with a community organization.

Recruit and organize congregational volunteers, building teams to work in these missional opportunities and projects.

Write grants to support and expand missional opportunities and projects.

In collaboration with the pastor, develop creative methods to connect with the unchurched, especially younger generations who may or may not have come from church backgrounds.

Help develop non-traditional programs that can draw those outside of established church backgrounds into community service projects and Christian growth and fellowship opportunities.

Enrich congregational life with different fellowship and Christian growth experiences with an emphasis on intergenerational programs.

Partner with the Pastor, Christian Education Director, Music Director, and appropriate committees to connect church enrichment and fellowship programs with ministry to the community.

Use social media and computer applications in communicating within the church body as well as presenting 1st Presbyterian Church of Lansing to the larger community and as an outreach function to generations that rely on these methods of communication.

Work with appropriate 1st Presbyterian committees including especially Mission Interpretation, Deacons, Member Engagement, and Adult Education.

Perform standard administrative functions like grant administration, email correspondence, budgeting, and the like.

Other duties to advance the mission of 1st Presbyterian Church.

Relationships

This position is all about relationships, with staff and committees, the larger congregation, and the community, near and sometimes far.

Evaluation

Performance reviews will be conducted as needed by the Pastor as Head of Staff.

Approved by Session.

May 19, 2021