

COMMUNITY LIFE DIRECTOR

Part-Time

(Average of 15 Hours Per Week)



JOB PURPOSE

This position cultivates and strengthens interpersonal connections and a sense of community within our congregation at Community Church Oshkosh (CCO). The Community Life Director is responsible for equipping group leaders, connecting congregation members to meaningful, organized community – specifically group’s, men’s, and women’s ministries - and enhancing the effectiveness and reach of ministries.

ONE SENTENCE SYNOPSIS

Cultivate the growth, health, and effectiveness of interpersonal connections at Community Church Oshkosh.

JOB DUTIES AND RESPONSIBILITIES

- Growth and development of Community Groups
 - Recruit and train CG leaders
 - Encourage and support CG leaders
 - Provide resources (online links, studies, mission opportunities) for CGs
 - Oversee process by which people connect to a CG
- Men’s and Women’s ministry
 - Oversee Men’s Ministry Team
 - Oversee Women’s Ministry Team
 - Provide support for Women’s and Men’s events
- Maintain and regularly update the groups ministry page on Planning Center Online (PCO).
 - Actively follow up with newcomers through Connect Cards to ensure their engagement in groups.
 - Set clear and measurable annual goals for the groups, men’s, and women’s ministry.
 - Create & maintain pathways to simplify the process of joining and participating in groups.
- Events & Volunteer Coordination
 - Assist in planning, organizing, and executing events for men’s, women’s, and group’s ministry.

- Develop and maintain resources, including curriculum and promotional materials, for leaders.
- Provide care, encouragement, and ongoing support to group leaders and volunteers.
- Financial Management
 - Manage ministry-related expenses within a set budget and complete timely expense reporting as needed.
 - Oversee the Community Life Budget
- Continued Education & Development
 - Engage in regular training and professional development opportunities

REQUIRED QUALIFICATIONS

- Education
 - Bachelor's Degree
- Experience and/or Technical Skills and Abilities
 - Must have effective oral and written communication skills, as well as ability to interact with many different individuals in a professional manner.
 - Basic knowledge of Microsoft Office suite and social media platforms.
 - Basic knowledge of Planning Center
 - Strong time management and organizational skills.
- Personal
 - Exhibits a strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others.
 - Agrees with the Statement of Faith as outlined in the Community Church Bylaws.
 - Desires to serve the families of Community Church with the gifts, abilities and talents God gave them.
 - Must be self-motivated with a team approach.
 - Exhibits the ability to work well with church staff, volunteers, and youth.
 - Desires to grow in leadership and ministry skills.

WORKING CONDITIONS

- Must be able to lift up to 50 pounds and move equipment as needed.
- Extensive team member contact and frequent interruptions.
- Ability to stoop, bend, kneel, crouch, reach, twist, lift, carry, push, and/or pull light to moderate amounts of weight.
- Work does require weekend and evening hours.
- Limited travel may be required for training and/or conferences.