

**Quaker Memorial Presbyterian Church
Position Description**

JOB TITLE: Director of Congregational Ministries (DCM)

REPORTS TO: Pastor/Head of Staff and Personnel Committee

POSITION DESCRIPTION:

The qualified candidate shall motivate and inspire people of all ages to grow in their faith and deepen their personal relationship with Jesus Christ. Specifically, the Director of Congregational Ministries will collaborate with the Pastor and Worship Committee to implement new and innovative forms of worship and support the Pastor in congregational care. The DCM, a senior level staff position, is responsible to the Session, accountable to the Pastor/Head of Staff and the Personnel Committee, and will be expected to effectively coordinate with other church staff and the numerous other groups and volunteers within the church.

PRIMARY RESPONSIBILITIES:

A. Work with the Pastor and the Worship Committee to explore and implement new and innovative forms of worship through liturgy and visual arts.

1. Engage in and support short- and long-term worship planning, teaching and preaching.
2. Provide leadership and encourage lay leaders to share their gifts through worship services and events in the church.

B. Work with the Pastor to foster and expand congregational care.

1. Assist the Pastor in home, hospital and nursing home visitations.
2. Help the congregation see all its activities as opportunities for pastoral ministry.
3. Foster the growth of faith of church members and families through the development of small group ministry, workshops, events and retreats.
4. Build, connect and implement intergenerational events/activities/gatherings to strengthen the generational ties and the fellowship of the congregation.
5. Help the Pastor integrate new members into congregational life and service within the church.

ADMINISTRATIVE RESPONSIBILITIES:

1. Become an integral part of the QMPC community and develop relationships with people of all ages.
2. Support Sunday Morning worship and Special Worship Services as coordinated with the Head of Staff.
3. Attend Worship Committee, Care and Nurture Committee, and Fellowship Committee meetings, as deemed necessary by the Pastor.
4. Write or designate writers for communications/promotion of programs and articles for the Quaker Quill church newsletter. Collaborate with the Communications Committee regarding any new content for the church website.
5. Work with the Office Administrator and the Communications Committee on updating and using the electronic sign.
6. Coordinate and facilitate training for lay leaders and volunteers, as needed.
7. Ensure development and maintenance of worship attendance statistics to help with program evaluation and future planning processes.

ESSENTIAL QUALIFICATIONS:

1. One who feels called to serve God as a worship leader, upholds and understands Presbyterian, Reformed theology and liturgy, and desires to serve, learn and worship with God's people.
2. Passionate about reaching people through worship and visitation opportunities in creative and inspiring ways.
3. Seminary education and/or church experience, and a heart for God that is lived out in the public life through worship and Pastoral care for the people of the church.
4. Communicates clearly, both orally and in writing, and embraces communication as an essential tool for creating, growing and sustaining a vibrant worship ministry.
5. Ability to interact with both the congregation and staff in an effective and positive manner, and inspire others to participate in programs.
6. Well-organized and attentive to details and follow-through on tasks and commitments.

TERMS OF EMPLOYMENT: Part-time, exempt position of approximately 20 hours per week.

A. Leaves of Absence with Pay

1. Vacation: 2 weeks (10 days)
2. Continuing Education: 1 week (5 days)
3. Other: In accordance with Personnel Policies and Practices of QMPC

B. Compensation

1. Salary: \$19,000
2. Continuing Education: \$1,000
3. Travel Reimbursement: \$1,200