



## RiverTree Christian Church POSITION DESCRIPTION

<b>POSITION TITLE</b>	Director of Missional Communities	<b>Effective Date of Description</b>	3/13/17
<b>Campus/Department:</b>	Jackson Campus	<b>Team:</b>	Jackson Lead Team
<b>Position Status:</b>	Full Time – 40+ hrs/week		
<b>Pay Status:</b>	Salary	<b>Exempt Status:</b>	Exempt
<b>Position Reports To:</b>	Team Leader: Jackson Campus Pastor		
	Coach: Jackson Campus Pastor		
<b>Position Supervises:</b>	Jackson GoCommunity Administrator		

### **POSITION SUMMARY:**

The Director of Missional Communities (DMC) will work closely with the Jackson Campus pastor to champion the Jackson Campus' dream of sending a missionary to every street and a missional community to every neighborhood in Jackson Township and in any other place where our people live. The DMC will therefore be responsible for leading all people and processes related to launching and multiplying missional communities and developing and sending local missionaries. Additionally, in order to create a high level of alignment across all departments, the DMC will serve on the Jackson Lead Team, develop a viable public presence at weekend worship gatherings, and will oversee all Connection teams and processes at the Jackson Campus.

### **POSITION RESPONSIBILITIES and ESSENTIAL FUNCTIONS:**

- **Multiply Missional Communities:** Lead the Jackson Campus' effort to launch and multiply missional communities. (30%)
  - Develop and maintain a missional community leadership team, including huddle leaders, coaches, and other key volunteers that will recruit, develop, and support missional community leaders by providing coaching, regular huddles, and quarterly training opportunities.
  - Promote and resource a discipleship culture within missional communities, ensuring each missional community has an apprentice leader and actively facilitates intentional discipleship relationships (IDRs).
  - Provide daily leadership and be relationally accessible to missional community leaders as necessary.
  - Network with missional leaders throughout the nation/world to continuously learn best theory, theology, and practices related to missional community.
  - Create a pipeline of participants joining missional communities from RiverTree by equipping leaders to be inviters, by regularly running Extensions and other on-ramp opportunities, planning semi-annual sign up campaigns, and through establishing excellent communication materials and practices on a regular basis.
- **Send Local Missionaries:** Create, promote, and sustain the training and deployment of fully-equipped missionaries for Jackson Township and surrounding communities. (30%)
  - Work with Jackson Campus pastor to design a strategy for equipping individuals to live on mission in their context, specifically focusing on sending individuals to be missionaries to the streets on which they live.
  - Build the missionary formation process into missional community life as much as possible and equip missional community leaders to participate in the equipping and sending of local missionaries so that the two emphases (missional communities and missional formation) are substantially integrated.



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- Implement the process designed through collaboration with the Jackson Campus pastor by recruiting, training, sending, and sustaining individuals to live on mission in their context.
- **Maintain a Public Space Presence:** Utilize multiple methods to champion missional communities at weekend gathering and other public space events. (15%)
  - Be present at all weekend worship gatherings four out of every five weekends.
  - Preach 6-12 times per year and serve as worship host 12-24 times per year.
  - Regularly provide content for videos or live testimonies of what God is doing through missional community and local missionary efforts.
  - Personally connect with people at the weekend gatherings to organically promote a culture of discipleship and mission.
- **Lead All Connect Teams/Processes:** (15%)
  - Provide oversight to the Connect Team Leader to ensure that people and processes are in place to help guests become fully-engaged partners with the Jackson Campus.
  - Develop a team that facilitates a monthly training experience that helps people who are interested in launching or joining a missional community to take a next step.
  - Lead the Extension Team, recruit and train teachers, infuse missional community style into each extension, and provide resources for appropriate follow up so that Extensions become a major pathway for people to connect into missional communities.
  - Ensure that missional communities and missionary training are promoted online, through printed material that is readily available on the weekends, and through physical presence within the church building (i.e. information wall, kiosk, etc.).
- **Serve on Leadership Team:** Contribute to the development and implementation of high level visioning and strategizing for the Jackson Campus. (10%)
  - Communicate and collaborate closely with other members of the Jackson Lead Team to prevent ministry silos from occurring and to promote alignment while creating positive synergy across teams and departments.
  - Attend bi-monthly Jackson Lead Team meetings and contribute significantly to the development of high-level vision and strategy for the Jackson Campus.
  - Complete special assignments assigned by the Jackson Campus pastor as required.

### MANAGERIAL/SUPERVISORY RESPONSIBILITIES

The Director of Missional Communities is the team leader for the following RiverTree employees:

- Prayer and Connect Team Leader
- Missional Community Administrative Assistant

As the manager/supervisor for the above positions, the Director of Missional Communities will be responsible to:

- Hold regular coaching and leadership meetings with each direct report, either individually or collectively, to ensure their successful completion of their job responsibilities.
- Show concern for the spiritual growth and professional development of each direct report.
- Complete semi-annual performance reviews as prompted by HR and check in on progress toward goals on at least a monthly basis.
- Submit merit-based recommendations for compensation adjustments for each direct report to Jackson Campus Pastor on an annual basis.



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- Execute staffing decisions—including hiring, firing, promoting, and transitioning—with prior approval from the Jackson Campus Pastor.

### **FINANCIAL RESPONSIBILITY AND DIMENSIONS**

The Director of Missional Communities is responsible for setting and managing the annual budgets for the following areas, with approval from the Jackson Campus Pastor:

- Missional Communities
- Missional Formation
- Connect Ministry
- Prayer Ministry
- Extensions

As the manager of the budgets for the above ministry areas, the Director of Missional Communities shall:

- Submit a proposed budget for each area to the Jackson Campus Pastor by August 15 of each year. The proposed budget should align to the overall vision to the Jackson campus and is subject to the approval of the Jackson Campus Pastor.
- Work with the Jackson Campus Pastor to revise proposed budgets as needed.
- Submit a final budget request by October 15 of each year.
- Review the approved budget on a quarterly basis and adjust as needed.
- Hold all direct reports and ministry teams accountable to staying within the limitations of approved budget.
- The established budgets for the above areas should align to the overall vision of the Jackson campus and are subject to the approval of the Jackson Campus pastor.

### **KNOWLEDGE, SKILLS and ABILITIES REQUIRED:**

- Expert knowledge and significant, hands-on experience in multiplying missional communities and training individuals to live on mission in their local contexts
- Strong interpersonal skills & the ability to relate to and work with a wide variety of people
- Entrepreneurial, pioneering leadership with the ability to inspire toward a shared vision
- Excellent public speaking skills, including preaching, teaching, sharing stories, and hosting events
- Efficient and creative production of resources, trainings, and tools that help multiply missional communities and formation processes that are unique to RiverTree.
- Faithfulness: Demonstrates a vibrant and compelling relationship with God in Christ; responds to the power of the Holy Spirit in daily life; is obedient to Christ's mission to go and make disciples.
- Action Oriented: Has the energy to complete challenging tasks, not fearful of acting with minimum of planning, seizes opportunities
- Approachability: Is easy to approach and talk to; spends the extra effort to put others at ease; builds rapport well, is a good listener; an early knower, getting informal and incomplete information in time to do something about it



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- Biblical Knowledge:** Be rooted and grounded in scripture and able to interpret and apply the scriptures in ways that are appropriate to various contexts.
- Builds Relationships:** Uses appropriate interpersonal skills to work effectively with others in the church and in the community; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication:** Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message.
- Team Leadership:** Communicates a vision and inspires motivation; engages with others (direct-reports and peers) in team process to solve problems; works to find a win/win resolution of differences; is aware of how management style impacts staff productivity and development; modifies leadership style to meet situational requirements; helps team stay focused on major goals while managing within a context of multiple directives.
- Cultivates a Missional Culture:** Cultivates a culture of being on mission. Casts vision, ownership of the ministry, outward focus, strategies & confidence.
- Develops Others:** Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each team member's career goals; constructs compelling development plans and executes them; encourages team members to accept developmental moves; is a people builder.
- Analytical Ability:** Able to think through all facets of an issue, problem, or situation, particularly with financial/budget data, trends, projections in order to recommend a course of action.

### **WORK SCHEDULE:**

- The position may require some evening hours and a limited amount of travel to retreats, conferences, trainings, and other church-related events.
- The position requires 3-5 hours of work Saturday afternoon and 3-5 hours of work Sunday mornings during four out of every five weekends.
- The position allows for the employee to work out of the office as needed, but requires presence at the campus at least 50% of the time.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

- Sitting or standing for long periods of time
- Walking or moving about to accomplish tasks
- Talking/Hearing to teach or communicate with those inside or outside of the church
- Light work; may need to live up to 20 pounds
- Close visual acuity to perform activities such as preparing and analyzing data and figures or viewing a terminal

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.



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This job description is a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member.

I have reviewed and understand the preceding job functions required of me and I am prepared to meet the requirements of the position, either with or without accommodation. (Please describe if an accommodation is required.) \_\_\_\_\_

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Leader Signature

\_\_\_\_\_  
Date