



Director of Lay Ministry

Primary Function:

The Director of Lay Ministry works to promote a supportive infrastructure for lay ministries at LCR, specifically as a resource for volunteers and project/program management needs. This position functions as a support resource for the Council and staff in areas such as budget, data, policies, and the ongoing functioning of the lay ministries.

Responsibilities of the Position:

1. Work to promote a supportive infrastructure for Lay Ministries
 - a. participate in a matrix planning process to ensure all teams are focused on LCR's vision
 - b. provide administrative and programmatic support as teams, staff, and council pursue interconnectedness as a way to accomplish LCR's vision
 - c. ensure frequent, comprehensive, and proactive communication to ensure coordination across ministries
 - d. equip and support team leads, assist with charters and goals
2. Serve as a project management resource for staff and council
 - a. May include projects like lobby remodel, capital fund raising, implementation of a long range plan, creation of a metrics dashboard, etc.
3. Responsible for member engagement. Serve as a resource for staff and team leaders in the recruitment and training of volunteers as they live out their faith in and through the ministries of the congregation.
 - a. Empower lay members by helping them identify and use their spiritual gifts for the spread of the Gospel
4. Be a resource to the pastors for the new member class and the administrator of the spiritual gifts inventory so that new members are integrated into LCR's culture of discipleship
5. Create, maintain, and serve as the contact for a business data repository for Council and staff
 - a. Serve as a resource for the Executive Committee regarding required yearly Council responsibilities and process questions
 - b. Information should include Council calendars, Continuing Resolutions, statistics, minutes, demographics and official LCR documents like the Endowment or By-Laws.

6. Collects annual budget requests from all teams
 - a. Works with the pastors and council president to put together a working budget to be shared with the Finance team and Council

7. Serve as a resource to the Council in matters of policy, including Constitution and By-Laws, Child Safety, Facilities Use, etc.

Position Expectations:

1. Reports to the Lead Pastor
2. Full time position, with flexible hours, including Sundays, evenings, and holidays
3. Be an integral part of the LCR staff by attending weekly meetings, retreats, Council meetings, and core support/ministry team meetings as appropriate.
4. Submit budget and annual report
5. Support and uphold the LCR Child Safety Policy
6. Demonstrate a deepening relationship with Jesus Christ
7. Committed to living and modeling a Christian lifestyle
8. Be an integral part of the life of the congregation
9. Conduct the business of the church with the utmost integrity and confidentiality
10. Demonstrated team player; understands and is committed to team ministry
11. Participate in yearly continuing education
12. Dependable and efficient
13. Maintains a professional personal appearance and presence

Knowledge, Skills, and Abilities:

1. College Degree
2. Performs all tasks with a high degree of excellence and judgment
3. Demonstrates planning, organizational, and project management skills; includes quality metrics
4. Demonstrates excellence in volunteer recruiting, training, supporting, evaluating and affirming
5. Strong interpersonal skills
6. Excellent oral and written communication skills
7. High levels of initiative and motivation; Ability to generate new ideas and gain confidence
8. Strategic planning; ability to interconnect all areas (staff and Council) and teams towards the vision
9. Organized, detail-oriented, able to multi-task