



Being and Making Disciples of Jesus Christ

Position: Congregational Life Coordinator

Compensation: 20 hours/week starting at \$21.00/hour

Reports to: Co-Pastors

Vision

The Congregational Life Coordinator will equip, encourage and empower the congregation to fulfill their commitment to being disciples of Christ where an open, caring community is fostered and prospective members are welcomed.

Areas of Ministry

- **Maintain a Sustainable System of Pastoral Care by ...**
 - working collaboratively with Parish Care Teams and the Co-pastors to ensure each congregant is cared for spiritually and holistically.
 - ensuring smooth operations of Servant Keeper and Parish Care Forms to enable effective communication among parish caregivers.
 - meeting weekly with co-pastors to triage pastoral care needs.
 - communicating pastoral care needs to the appropriate parish care team.
 - Convene and facilitate the monthly parish care team meeting.
 - Annually, in conjunction with the co-pastors, support and organize the elder deacon transition.
- **Support Vibrant Household Fellowship by ...**
 - tracking existing households and maintaining an updated list of households and their members.
 - establishing new households as needed.
 - providing ideas and resources for households to nurture their fellowship in Christ.
 - providing opportunities for short-term Bible or book studies and social groups
- **Enfolding Visitors and New Members by ...**
 - connecting new members to households.
 - working collaboratively with the Welcome Elder to ensure those newer to COS are intentionally welcomed into the fellowship and rhythms of our community.
- **Support Emerging Congregational Fellowship and Discipleship by ...**
 - planning fellowship opportunities for all (e.g., shared meals, blending fellowship between BES and SES attenders).

- liaising with Congregational Life Team to incubate and develop demographic fellowship groups (e.g., seniors, caregivers, dementia care, trauma survivors, LGBTQ+ persons and their families, young adults/professionals, etc.).

Collaborative Leadership

- Regularly reports to co-pastors
- Regularly attend staff meetings
- Collaborate with the Minister of Faith Formation to ensure respective areas of ministry are functioning in a complementary manner
- Serves on the Congregational Life Team and collaborates with the chair of the Congregational Life Team
- Reports annually to Elders

Qualifications

- A living faith in Jesus Christ and a commitment to the Reformed tradition
- A commitment to anti-racism and reconciliation as inherent to the gospel
- Attend COS faithfully for worship and fellowship
- Able to initiate effective communication to the congregation regarding the purpose and needs of congregational life
- Gifts of hospitality, welcoming the stranger, and connecting people in community
- Ability to understand and improve upon the structures that sustain pastoral care
- Proven experience of using a database as an administrative tool
- Bachelor's degree preferred
- Training and experience in Christian ministry preferred

Church of the Servant aims to be an inclusive congregation, as we believe the Gospel calls the Body of Christ to be. We aim to not discriminate, on any level, on the basis of race, sex, gender, sexual orientation, economic power, mental health, or disability.

Here at Church of the Servant we strive to be children of God, one in Christ Jesus, unified in one faith, one Lord, and one baptism. We seek to be a church that welcomes all, serves all, and allows all to minister in the name of Jesus Christ.