



**Job Title:** Communities Pastor

**Department/Group:** Community/Life Groups

**Reports To:** Executive Pastor of Ministries

**Work Hours/Schedule:** Full Time/Salary. Different seasons and events oftentimes require more of our attention, which may require more of our time.

**Mission Statement:** To help people know and follow Jesus step by step.

**Vision Statement:** We envision a local church of Christ followers who experience God each weekend with excellence, who belong in community with authenticity, and who love in outreach with intentionality, so that those far from God may be brought closer to Him.

**Job Purpose:** The Communities Pastor is responsible for pursuing and implementing the mission and vision of Life Church Buffalo by building and leading a team of people who help followers of Jesus know and follow Jesus step by step.

We believe everyone has a next step in following Jesus. We want to do our best to help everyone at Life Church Buffalo take their next step in discipleship as we reach and teach with excellence, belong and become with authenticity and love and serve with intentionality.

The Communities Pastor will lead by example and cultivate authentic relationships throughout the church family and will operate within the vision and in cooperation with the Leaders at Life Church Buffalo.

This role is primarily responsible for the leadership, vision, and planning of all Life Groups and community events throughout the year. The Communities Pastor will be filled with vision, plans for execution and operate with initiative. As Life Church grows, so will the vision and responsibilities of this role.

As Ephesians 4:12 says, you will *"equip His people for works of service, so that the body of Christ may be built up."*

You will communicate, invest, vision cast, plan, and create opportunities in order to help disciple our church through the Life Groups Ministry.

**Role Responsibilities:**

- **Community Building:**

- Collaborate with the Executive Pastor of Ministries to develop strategies focused on "Community" through:
  - Quarterly church-wide campaigns.
  - Mid-size events providing easy "on ramps" to Life Groups.
  - Designing, implementing and managing strategies that make it easy to join a group.
- Partner with other ministries in the church to build unity.
- Be a point of connection at Life Church Buffalo.
- Participate as requested in the annual Dream Team Appreciation Event and other whole church initiatives.

- **Leadership Development:**
  - Oversee, coordinate, and implement strategy for recruitment, development, and retention of Life Group leaders.
    - Recruit, lead, and equip a team of coaches/coordinators to care for and lead successful leaders of Life Groups.
  - Plan and lead training/orientations for your leaders and teams as needed.
  - Regularly recruit volunteers and leaders, connecting them with Next Steps.
- **Discipleship and Spiritual Care:**
  - Lead, develop, and disciple the people in your ministry area by:
    - EXEMPLIFYING our core values of intentionality, authenticity, and excellence.
    - Modeling and encouraging these core values in your leaders and volunteers.
    - EQUIPPING, EMPOWERING, and CASTING VISION to your leaders.
    - Proactively raising up leaders as gaps in leadership arise, always looking for potential new team members.
    - Discipling your team to live out the Great Commission.
    - Providing your team with tangible tools to lead well, including:
      - Training them in PCO so they can train their team members and execute their projects.
      - Ensuring they have everything needed for serve projects, or know where to find resources.
      - Providing contact information and tools to communicate with their team members.
    - Pursuing weekly individual connections with Life Group Coaches, including:
      - Encouraging them with notes.
      - Praying with and for them.
      - Staying connected to their physical, emotional, and spiritual health.
- **Operational Management:**
  - Manage day-to-day functions and integration of the Life Groups.
  - Develop processes in order to assess, advise, and direct a person's next steps within Life Groups.
  - Identify, develop, and select Life Group curriculum and study materials.
    - Ensure all Life Group materials and event items are ordered, received, and available for annual, quarterly, and mid-size event launches.
  - Oversee and manage groups' data administration, including but not limited to the Life Groups database in PCO & Monday.
    - Monitor and report monthly defined measurables, such as:
      - Active groups.
      - Attendance.
  - Assist in the development of an annual departmental budget and manage spending to budget.
  - Work closely with LCB Next Steps/Facilities/Safety departments.
    - Ensure groups meeting on LCB campus have everything they need.
    - Ensure proper SOPs are followed to:
      - Reserve rooms on campus used for groups
      - Communicate security needs



- Onboarding/offboarding group members so people don't get lost in the shuffle
- *Complete other duties as assigned by Executive Pastor and/or Lead Pastors.*
  
- **Communication and Connection:**
  - CONNECT regularly with your leaders by:
    - Creating a rhythm of 1-on-1 connections to cast vision, pass on information, and build meaningful relationships.
    - Setting and communicating expectations.
    - Releasing your leaders to execute expectations with minimal interference.
  - Regularly pass comments, wins, stories, needs, and observations to Executive Pastor or ministries AND share at staff meetings.
  - Attend regular one-on-one meetings with the Executive Pastor of Ministries.
  - Intentionally communicate with the Executive Pastor of Ministries and your leaders.
  - Pass all necessary and relevant information from Executive Pastor of Ministries/Lead Pastors down to your leaders (and volunteers when appropriate or necessary).
    - Remembering that what feels like over communication to you is minimum communication to your volunteers!

#### **Pastoral Responsibilities:**

- Provide pastoral leadership for Life Group leaders and coaches.
- Assist with pastoral care needs of Life Church Buffalo.
- Be available as needed to assist in crisis situations, hospital visits, funerals, and weddings.
- Attend Sunday services and assist at conferences/events as needed.

#### **Personal Responsibilities:**

- ***We believe leaders go first, so we don't ask our people to do anything we don't do ourselves first. That means upholding Biblical priorities in life, in the order outlined below:***
  - Growing personal relationship with Christ
  - Relationship with spouse (if married)
  - Relationship with children (if applicable)
  - Purpose in life/ministry Be intentional about constantly being developed as a Leader.
  - Develop personal evangelism opportunities within and outside the church.
  - Be involved in a Life Group.
  - Be loyal to the vision and staff of the church and always protect the unity of the church.
  - Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
  - Give at least 10% of your gross income in a biblical tithe toward the mission and vision of the Life Church Buffalo.

#### **Necessary Skills and Abilities**

- Strong Biblical and sound doctrine foundation.
- Christ-like, teachable spirit, servant attitude.
- A champion of Life Church Buffalo's vision.
- Self-motivated leader capable of creating and executing a long-term vision.
- Excellent communication skills.
- Leader, developer of leaders, team builder and delegator.
- Passion for the Lord, His people, and His house.
- Demonstrates a commitment to personal spiritual growth.
- Utilizes emotional intelligence, is emotionally available to those he/she leads.



- Invests in the development of staff or volunteers around him/her.
- 3+ years of ministry experience preferred
- Small Group experience required

#### **Spiritual Development/Ethics:**

- Meets qualifications for biblical leadership (1 Timothy 3 and Titus 1).
- Exhibits the fruit of the Spirit (Galatians 5).
- He or she and their spouse have a commitment to prayer, the Word, and to each other.
- Exhibits a heart of compassion. Is trustworthy and a humble servant leader.
- Maintains a healthy balance between ministry and family.
- Strong theological orientation.

#### **LCB Staff & Employee Sustaining Values:**

- Integrity
- Kindness
- Self-Aware
- Teachability
- Humility
- Servant Leadership
- Generosity
- Honor
- Pursue Health

#### **LCB Staff & Employee Core Values:**

- Reach & Teach with Excellence

We gather as one each weekend to reach people far from God & teach people how to follow Jesus step by step, and we do it with excellence. Excellence honors God and inspires people. Excellence creates comfort, comfort creates openness, and openness is what we are after. We don't do things halfway. If we're going to do it, it's to the best of our ability. We are on time, engaged, and prepared. Everything we do is infused with eternal importance; therefore, every detail deserves enthusiasm, passion, and excellence.

*"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."*

*- Colossians 3:23 (NIV)*

- Belong & Become with Authenticity

When people know they belong, they are set free to become the person that God has created them to be. We grow spiritually when we are connected relationally, so we pursue and prioritize small group community because it is where we grow our faith and authentically live it out together in real-time. Authenticity is the quality of being genuine or sincere without mask or hypocrisy. Therefore, I will be transparent and vulnerable and will let people get to know the "real me". Authentic leadership is the full expression of "me" for the benefit of "we".

*"Love must be sincere." - Romans 12:9a (NIV)*



- Love & Serve with Intentionality

We love and serve those in our community with intentional, practical, and creative outreach so that those far from God may be brought closer to Him. Intentionality is the fact of being deliberate or purposeful. Therefore, we will love and serve people on purpose. The Christian life is not a series of random acts of kindness but a pattern of intentional acts of Christlikeness.

*“Carry each other’s burdens, and in this way, you will fulfill the law of Christ.” - Galatians 6:2 (NIV)*

Please send resumes and all inquiries to [office@lifechurchbuffalo.com](mailto:office@lifechurchbuffalo.com)