



Position Description for
Director of Congregational Engagement

Title: Director of Congregational Engagement

Reports to: Senior Pastor

Employment Status: Exempt

Summary of Position:

Leads and directs an integrated leadership development, congregational communications, alignment of ministries to the Mission and moving people to the next step in their spiritual development.

Areas of responsibility:

- Create an internal and external communications strategy to reach people surrounding the North Heights campuses.
- Build a Leadership Development strategy for the staff and congregation that encourages people to discover and apply their unique gifts.
- Provide Next Steps Integration, engaging people along the Disciple Making Process by getting them to take the next step in their spiritual maturity.
- Moving people into New Members and from New Members into Small Groups.
- Work with the Associate Pastor for Disciple Making to clearly communicate, engage the congregation and get people more involved in reaching their neighbors.

Outcomes required from this position:

- Develop teams of people to lead in each area of responsibility.
- Grow the congregational awareness in the mission/vision and current needs and upcoming decisions. Ensure that everyone at North Heights knows the focus and the Disciple Making Process.
- Create and grow a leadership development process for the congregation and staff that develops leaders that develop people. An example of this is, leaders are equipped to develop teams that mentor or apprentice others.
- Develop easily understandable communications that drive people into small groups. (Alpha, Small Groups or Next Steps)
- Create a tracking system that helps all ministries connect, track and support the congregation.
- Develop a New Members process with the Sr. Pastor that has small groups and then launches the new members into a small group or ministry opportunity.

- Write and coauthor weekly emails, congregational letters, and presentations for the Sr. Pastor and other important communications to the congregation through every platform, including social media platforms.
- Write and oversee production of video announcements for weekly worship.
- Coordinate all NHLC websites and social media platforms to ensure effective congregational and community communications.

Knowledge, Skills, and Abilities:

Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired word of God.
- Proven ability to recruit, work with, motivate, train and lead others, both paid and unpaid leaders.
- Previous leadership experience with an executive, CEO or leader of an organization in the areas of communications, change management, and leadership development.
- A strong ability to serve others and a history of demonstrating strong servant leadership.
- A teachable spirit.
- A passion to see people come to faith in Jesus and grow in their walk with Jesus as they reach out to others.
- A proven track record of being able to submit to authority.
- Support and submit to the NHLC Constitution and Bylaws.