



Director - Connections and Community Groups, Walnut Creek, CA

Walnut Creek Presbyterian Church (WCPC) is seeking a full-time Director to develop and manage a new role with a focus on deeper discipleship and evangelism. The primary medium for that is Connections and Community Groups. This is a critical position to help prepare and lead our staff and congregation to be a welcoming presence and develop a transforming, growing relationship with Jesus, through which they are a blessing to others.

WCPC is a storied, urban church with about 550 active members. We have a rich history of community service and outreach in Contra Costa and Alameda Counties, as well as strong support for local and global missions. We currently have vibrant youth and women's ministries, a large, versatile campus, and a mid-week pre-school.

Job Responsibilities

Connections

- Oversee weekend hospitality, guest services, and other connection events as needed
- Lead Campus Host Team: recruit, train and oversee volunteers on Campus Host Team
- Partner with Senior Pastor and Worship and Arts for the weekend planning
- Manage design of lobby (narthex) space (in conjunction with Facilities and Buildings and Grounds) to provide a welcoming Guest Experience.
- Manage first time Guest follow up
- Coordinate Introductory class for new people interested in belonging to our church
- Oversee Volunteer Kick Off / Appreciation Events
- Oversee class to freely explore the basics of the Christian faith: develop/train table hosts and helpers.
- Oversee campus social media accounts
 - Coordinate with Deacons Ministry to provide basic pastoral care as needed and refer when additional care/support is required
- Recruit and lead volunteers for your ministry area

Community Groups

- Create an environment for our Community Groups to be healthy, growing and productive places of spiritual growth by providing guidance, support, training and encouragement to the Group leaders
- Coordinate Women's/Men's ministries and provide deeper growth, and training to help all of the participants become pioneers for the church and missionaries in their networks.
- Identify and recruit Community Group leaders and/or coaches
- Equip, develop and care for each leader and/or coach
- Pray with and for the leaders
- Stay current on common needs among leaders and coaches and provide real-time guidance when requested
- Share regular communications with leaders to keep them informed and help them connect with one another
- Ensure group information is current in church database
- Support launch of new groups

Position Qualifications

- Passion to create a warm and welcoming church environment and do whatever it takes to move every person toward their first step of belonging and to experience authentic community.
- Successful at recruiting and developing volunteers
- Strong administrative, leadership and relational skills.
- Strong track record of leading teams and programs
- Ability to inspire people to action
- Ministry experience with small groups is strongly preferred (volunteer or staff)
- Solid listening, coaching and communicating skills
- Strong organizational and planning skills
- Ability to use MS Office and other software as needed
- Theological training preferred but not required

Contact: If you would like more information on the position, or would like to submit a resume for consideration, please feel free to contact Jan Gordon at WCPApps17@gmail.com.

Church website: <http://www.wcpres.org/>

