



## MIDDLETOWN LOCATION DIRECTOR JOB DESCRIPTION

**Mission of The Journey:** To help people find Jesus and follow him fully

**General Description:** Carries out the vision of our Middletown Location Pastor to help people find Jesus and follow him fully at the Middletown location of The Journey. Assists in building a leadership team and launch team, and then helps to deploy, oversee, and grow that team after launch. Works through location leaders to facilitate all Gather-Connect-Serve ministry programming at his/her location and provides direction and pastoral care for leaders, J-Teamers, and Journeyers.

### Qualifications:

- Follower of Jesus with strong character
- Bleeds Journey Red - loves The Journey and lives out our mission, vision, and culture
- In alignment with "[What We Believe](#)" and "Leadership Core Values"
- A demonstrable calling to ministry
- Consistently practices all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing & inviting, practicing a slot & spot, giving your first)
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- Lights up a room - others-focused, attractive personality; fun to be around with a heart for pastoring other people
- Empowerer: able to build relationships, inspire people to live out their purpose, and give them opportunities to lead
- Abnormally high work ethic (a driven, self-motivated executor who consistently makes things happen)
- Provide coaching and development to location staff and leaders; attend regular core team environments to develop leaders and team members.
- Gather, analyze, and interpret location specific metrics included in the total metrics scoreboard, 12 week analysis and other relevant metrics sheet.
- Relationally warm and emotionally intelligent

### Essential Functions:

#### Pre-Launch

- Work with Location Pastor and team to create and cast vision for our Middletown location.
- Gain familiarity with launch team members, establishing and building key relationships.
- Partner with the Middletown Impressions Director, Plugged In Coordinator, and additional location teams to help build teams for these areas.
- Provide coaching and development to location staff and leaders; attend regular core team environments to develop leaders and team members and prepare for launch.
- Speak into preparation of the location for launch

## Post-Launch

- Weekends
  - Leading Location Events
    - Works with leadership teams to run point on the following events
      - Monthly Team Nights
      - 21 Days of Prayer and Fasting / Week of Prayer
      - Baptism
    - Functions as primary host for all non-weekend events
  - Communicate with Impressions Director and Plugged In Coordinator to ensure all programming and J-Teamers are prepared for Sunday.
  - Facilitate engaging weekend gatherings where people can experience God and become followers of Jesus
  - Fill in as main host as needed for weekend gatherings
  - Love, encourage, and pastor leaders, J-Teamers, Journeymen, and guests
  - Connect with new guests during Stick Around time
  - Work with Plugged In Coordinator to oversee Plugged In each weekend
  - Compiling/Entering weekly Sunday gathering stats
  - Purchasing items needed for facility cleaning/supplies, coffee weekly supplies, Special Event Carpet supplies
  - Ensure location facility is opened and ready for all gatherings, and then secured at end of day
    - Ensuring each week that the location environment is clean, inviting, and ready for any events or promotions for Sunday.
- Leadership (Weekend & Weekly)
  - Help coach and develop Impressions Director and Plugged In Coordinator
  - Develop relationships with attendees, J-Group leaders, J-Teamers, and potential leaders; encourage them to take their next steps
  - Attend weekly staff meetings
  - Help communicate with location leadership teams re: weekly huddle points, special events, and schedules for upcoming weekend gatherings
  - Work with Location Pastor to ensure J-Team is healthy and growing, according to J-Team essentials (recruitment, training, health, administration, and fun)
  - Continually build and innovate systems that create growth on a location level
  - Live for the story -- cast vision by sharing stories of life-change with staff, leaders, J-Teamers, and Journeymen
  - Work with Pastoral Care Team (along with Location Pastor) to help fulfill pastoral needs.
  - Understands and is able to teach J-Teamers how to navigate CCB
- Perform other leadership functions as assigned

## General Responsibilities:

- Participate in regular meetings with Location Pastor and Middletown Core team
- Attend weekend gatherings, lead a J-Group at least two out of three semesters, and serve in some way outside of essential functions.
- Practice the personal habits of inviting and investing, slot and spot, and giving your first
- Champion gather, connect, and serve

**Position Type:** Part-Time OR Full-Time, depending on candidate

**Reports to:** Location Pastor

**Direct Reports:** Impressions Director and Plugged In Coordinator