



# LOOKING WITHIN CENTER DIRECTOR

## SUMMARY

Gloria Dei is a creative and innovative community which seeks to be church differently. We believe the status quo for congregational ministry isn't meeting the needs of our diverse, fragmented and changing society. In response, Gloria Dei is developing a nimble, team oriented, non-linear approach to ministry. The Looking Within Center Director works to provide space, experiences, guidance and belonging for those seeking a deeper understanding of their inner selves in order to gain personal insights that lead to spiritual transformation personally and throughout the community around us.

## RESPONSIBLE TO

Lead Pastor

## DESIRABLE QUALIFICATIONS

### Training and Experience

- 4 year College Degree
- Spiritual Formation Training
- At least 5 years experience in Christian Education and / or Formation
- Experience working with staff and volunteers
- Strong leadership and communication skills

## MAJOR FUNCTIONS/TASKS

**Program Development** Aligning to the welcome statement and five ministry insights of Gloria Dei and the overall vision for the Looking Within Center (LWC), develop a ministry that helps people practice a more conscious experience of Christ's presence in their everyday life. Utilize methods such as:

- Monthly seminars
  - Guest speakers
- Guided spiritual practices
- Small groups
- Retreats
- Podcasts
- Videos
- Etc.

**Communications** Working closely with the Communications director, maintain and utilize the LWC facebook page to disseminate information and invitations. Participate in weekly Contemplation and Action meetings, and Staff meetings to collaborate with the rest of Gloria Dei staff. Develop and maintain a monthly LWC newsletter. Provide a Looking Within Moment during the weekly worship services to help people gain wholeness and healing. Focus advertising efforts both within and outside the Gloria Dei community and into the greater Rochester area and beyond.

**Collaboration** Contribute to the greater ministry of Gloria Dei by collaborating with staff in other ministry areas. For example, participate in the development and presentation of the 4th grade prayer milestone with the Children's Director, and help lead the Lenten Taize worship services with the Pastors. In addition, develop and nurture partnerships with Rochester Area churches and agencies that work with mind/body/spirit modalities. Be open to outside speaking engagements.

**Leadership Development** Identify, recruit, and develop a leadership team to help diversify the programming offered through the LWC and expand the impact of the ministry. Develop strategic plans and strategies for carrying out the vision and mission of the LWC. Invest in personal leadership development by engaging in the practice of one's own contemplative spiritual practices for personal inner life development and modeling of a contemplative lens for one's own journey.

**Administrative** Maintain contact and distribution lists that facilitate communication and clientele development. Administrate registrations and communications for LWC events/sessions. When in a non-facilitator role, fulfill a building and event/session host role by attending LWC programming.

**As Required** Performs any duty, not specifically stated, assigned by the supervisor and is logically related to the function of Gloria Dei Lutheran Church. Hours include some nights, weekends and holidays. This job description is subject to change at any time.

**In Compliance with the Americans with Disabilities Act the following represents the**

**Physical/Environmental demands:** In this position a majority of the time is spent sitting as well as walking, lifting and standing. The weight of objects to be lifted, carried, pushed or pulled will range from (0) to (50) pounds. Stair climbing is often necessary. Movements such as stooping and bending may be required: possibly kneeling, crouching, twisting and reaching. Simultaneous use of hand, wrist and fingers are required as well as repetitive movements of both hands. Audio, visual and verbal functions are vital aspects of this position. The majority of the work day is spent indoors with exposure to noise and glare/improper illumination and possibly heights. Consistent attendance is an essential function of this job.

**ACCEPTANCE: I understand, approve and accept the above.**

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_