THECOMPASSCHURCH

Job Description

Position: **Pastor/Director of Adult Ministries & Guest Services, Bolingbrook Campus**

Reports to: **Campus Pastor**

Schedule: **Full-time (**40+ hours/week); Salaried, Exempt, Weekends Required

Employment Classification: Pastor/Director (D)

Job Summary

The Pastor of Adult Ministries & Guest Services provides overall leadership for adult discipleship, groups, guest experience, assimilation, connection and leadership development at the Bolingbrook Campus. This position serves the mission of *Helping People Find & Follow God* by helping people move from first-time guest to meaningful belonging, spiritual growth, serving, disciple-making and leadership. The Pastor will build healthy ministry systems and develop Staff and lay leaders to ensure ministry is increasingly carried out by equipped leaders rather than relying primarily on Staff.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Adult Ministry

- Provide overall ministry direction, strategy, goal setting, volunteer leadership and budget oversight for Adult Ministries in alignment with the mission, priorities and disciple-making strategy of The Compass Church and the Bolingbrook Campus.
- Partner with the Campus Pastor to develop pathways for adults to connect relationally and grow spiritually through groups, classes, disciple-making relationships, midweek environments and other appropriate ministries.
- Oversee and strengthen adult groups, including leader recruitment, training, coaching, communication, support, multiplication, participation and follow-up.
- Recruit, equip, coach and empower Group Leaders, Team Leaders, Ministry Leaders and other lay leaders, building a leadership pipeline in which leaders increasingly disciple and develop others.
- Develop and support ministry opportunities for marriages, men, women, families, spiritual formation and other adult needs as priorities, leaders and resources allow.
- Partner with the Campus Pastor and other Campus leaders to help adults take clear next steps in groups, serving, baptism, membership, disciple-making, leadership and mission.
- Participate in midweek ministry, Discover The Compass, baptism and membership processes, group leadership and other adult ministry environments as assigned.
- Preach and teach as needed and called upon, including in Spanish and potentially in other Campus or ministry settings.

Guest Services & Assimilation

- Provide overall leadership for the philosophy, strategy, goals, lay leaders, volunteers and budget of Guest Services, creating a warm, welcoming, relational and spiritually intentional experience for guests and regular attenders.
- Oversee and develop Guest Services teams for weekend services and appropriate Campus events, including greeters, ushers, Compass Central, café/hospitality, communion, worship service sections, Discover The Compass and guest follow-up.

- Recruit, train, coach and empower Guest Services Team Leaders and volunteers in English and Spanish, ensuring that serving functions as both ministry to guests and discipleship for those serving.
- Oversee the execution and health of the Campus assimilation process in partnership with the Associate Campus Pastor, ensuring timely follow-up and a clear pathway from first visit toward connection, groups, serving, baptism, membership, disciple-making and leadership.
- Oversee Discover The Compass and other connection opportunities that help new people understand the church, build relationships and take appropriate next steps.
- Maintain accurate and timely guest, group, follow-up and next-step information in Rock. Use ministry data and relational feedback to identify people who may be disconnected, stalled or ready for a next step.
- Maintain a visible ministry presence during weekend services, supporting Guest Services, building relationships, identifying needs, developing leaders and helping create a strong culture of hospitality and belonging.

Pastoral & Campus Leadership

- Provide appropriate pastoral care, prayer, spiritual guidance, visitation, new-believer follow-up, baptism preparation, premarital ministry, weddings, funerals, crisis response and referrals in coordination with the Campus Care ministry and pastoral team.
- Collaborate with the Campus Pastor, Campus Staff and Central Ministry teams to support Campus and all-church initiatives. Serve as a ministry generalist and lead special projects as assigned.
- Maintain clear ministry plans, calendars, communication, volunteer structures, Rock data and responsible budget stewardship for assigned areas. Regularly evaluate ministry health, participation, leadership development and follow-up effectiveness.
- Work all regular weekend services, Christmas Eve, Easter and other significant ministry events as required.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Bachelor's degree in ministry, theology, biblical studies or a related field preferred, or equivalent relevant ministry experience.
- Fluency in both English and Spanish, with the ability to communicate effectively with congregants, Staff and volunteers in both languages.
- Strong relational, leadership, communication, organizational and team-building skills, with the ability to recruit, equip, empower and develop volunteers and lay leaders.
- Pastoral ministry and discipleship experience preferred. Biblical literacy, theological awareness and a clear commitment to the local church and disciple-making are essential.
- Spanish proficiency and experience in multicultural ministry are highly valued.
- Sound judgment, integrity and the ability to maintain pastoral confidentiality and appropriate boundaries.
- Proficiency with appropriate church management systems and standard office technology.
- Ability to collaborate effectively with Campus Staff, Central Ministry teams and volunteers, manage multiple ministry priorities, evaluate ministry effectiveness and steward resources responsibly.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ and model biblical character, spiritual maturity, humility, integrity and hospitality.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment.
- Attend required Campus and ministry meetings, including monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of sitting and working at a computer.
- Frequent use of standard office equipment.
- Occasionally lift and carry items weighing up to 25 pounds.
- Ability to move throughout church facilities as needed to support ministry activities and events.