



Job Description

Position: Pastor/Director of Adult Ministries & Congregational Care

Reports to: Campus Pastor, Wheaton Campus – Brad Thayer

Schedule: Full-time (40+ hours/week); Salaried, Exempt, includes some weekends

Employment Classification: Pastor/Director (D)

Role Overview:

This position assists the Campus Pastor through leading and overseeing Adult Ministries and Congregational Care at our Wheaton Campus of The Compass Church. Adult Ministries encompasses small groups, Men, Women, Young Adults, ABFs. Congregational Care and Support encompasses support groups, prayer teams, and visitation and care teams.

Role Responsibilities:

- Mobilize, lead, recruit, and equip volunteer ministry leaders, groups leaders, facilitators, and serving teams of Adult Ministries, Support Groups, and Congregational Care at our Wheaton Campus.
- Develop and implement small group growth strategies.
- Maintain ministry rosters, serving teams, and leaders in Rock.
- Plan and implement Campus Adult and Care events.
- Oversee the Adult Ministries, Support, and Congregational Care budget.
- Partner and collaborate with other Adult Ministries, Support and Congregational Care Directors/Pastors.
- Respond to congregational care needs through follow up on prayer requests, care voicemail, and emails; meet with individuals/couples/families in need; etc.
- Coordinate funeral arrangements with appropriate staff as needed.
- Oversee Campus Assistance and Assistance Team.
- Provide care support for all ministries in communication with Campus Staff and lay leaders.
- Mobilize and oversee a Congregational Visitation Team.
- Ensure all Care contacts are recorded and updated in Rock.
- Lead prayer efforts for our Campus prayer group, card ministry, telecare team.
- Meet regularly with Campus Pastor.
- Engage in Campus activities.

General Requirements:

- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment (spouse included if married).
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.

Job-Specific Requirements:

- A team player able to build relationships across diverse church demographics.
- A heart for evangelism, discipleship, and inter-generational ministry.
- Possess experience developing and/or supporting effective outreach endeavors.
- Organizational and leadership skills, with the ability to recruit, train, and empower volunteers.
- 3-5 years leading at a church of 500+ with similar responsibilities as this role, preferred.
- A college degree in a related field or five years of ministry experience.
- Excellent public speaking and teaching skills.
- Ability to work simultaneously on multiple projects.
- Professional presence on the phone and in person.