REAL LIFE MINISTRIES

Job Description

Title: Recovery Ministry Lead
Reports To: Pastoral Care Pastor
Status: Ministerial Non-Exempt–Pastoral–To Be Ordained
Prepared By: Cory Speer
Hours per week: 15

Ministry: North Group's
Classification Grade: P-4
Approved By: Human Resources
Approved Date: 11/03/2026

ESSENTIAL ORGANIZATIONAL VALUES

The **Recovery Ministry Lead** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader**: The Recovery Ministry Lead is responsible for taking the leadership of all ministry functions they oversee, for living out Real Life's Organizational Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Values and 7 Ministry Essentials, and for the effective execution of the Essential Job functions of this role as detailed below.

- **As a Team Member on the Adult Discipleship Ministry (ADM) Team and Real Life Ministries Staff Team:** The Recovery Ministry Lead has a responsibility to collaborate as a team member on **North Campus ADM Team** as well as the Real Life Ministries Staff Team as a whole to accomplish church-wide objectives and goals, ADM objectives, and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries and campuses.

JOB SUMMARY: *The Recovery Ministry Lead is responsible to oversee, support, and grow the Recovery Ministry at North Campus, creating environments that help people heal and grow in spiritual maturity in relationship.*

1. **Ministry Function (80%)**
   - **Team Leader -** Leads the team with vision, direction, and health. Moves the ministry forward by identifying and removing barriers that keep people from joining, growing, and finding healing. Oversees the overall effectiveness of the ministry as the primary point person who inspires and guides the team and ministry.

   - **Team Builder -** Recruits, activates, and equips people for meaningful ministry. Delegates effectively, connects relationally, and develops others to grow in both skill and character. Creates a culture of collaboration, encouragement, and empowerment.

   - **Team Player -** Collaborates with others to reach wise and unified decisions. Brings the team along in the process of planning, problem-solving, and change. Works well as a fellow co-laborer with other staff, ministries, and campuses to achieve the greatest Kingdom reach and effectiveness possible.

   - **Pastoral -** Shepherds and cares for people with genuine compassion and grace. Models a Jesus-centered life with spiritual maturity as the goal. Leads with empathy, discernment, and a heart for people's unique stories, spiritual growth and overall well-being.

2. **Team Function (10%)**
   - The ADM Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.

- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in ADM Team meetings and discussions.
- Must live out Real Life Ministries' Organizational Core Values on the Facilities and Security Team.

3. **Real Life Staff Collaboration (10 %)**
    - Collaborate with other staff and ministries to shepherd and pastor the people under your care in order to help them grow in spiritual maturity.
    - Participate in all-church functions, as well as national and global trainings, that fall outside of regular ministry function responsibilities as invited and encouraged by the Team Lead (Align, RDN trainings, classes, Harvest Fest, Easter Egg Hunts, etc.).
    - Represent Christ and the Church in the community in a godly way.
    - Value and abide by the expectations of church membership as dictated in the Real Life Membership and Leadership covenants.

Real Life's Core Competencies (as defined in our 3 C's document, necessary to succeed in this role)
Vision Casting: The expectation to communicate a compelling picture of where we are to where we are going that motivates people to buy-in to the process and take part in getting to the desired outcome.

Coaching & Development: The expectation to identify how someone has been designed by God and intentionally investing in them so they can continue to grow in their walk with God and in His giftedness in them. This includes assessing where they are at, building a growth plan, laying out next steps, giving opportunities for them to try new things and celebrating wins along the way.

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved

Active Listening: The expectation to focus, recall details from the one speaking, ask questions, and seek understanding all before formulating your response. This involves being aware of and utilizing all of your senses (eyes, ears, body language, etc.) to communicate both verbally and non-verbally.

Conflict Resolution: The expectation to take responsibility to resolve conflict Biblically (Matt 5:18). This involves doing your part to initiate conversation, actively communicate, be honest and follow through to resolution.

Personal and Other Qualifications, Required Skills and Competencies:
Education & Experience
- Strong marriage and family.
- History of recruitment and development of others.
- Ability to give wise counsel and build trust.

Spiritual Gifts
- A strong composition of many or all of the following spiritual gifts: leadership, mercy, and service.

People Skills
- Must be level-headed and treat everyone with respect, regardless of circumstances. Able to stay calm under pressure and be discerning when dealing with others.
- Able to work with a wide range of people, to relationally resolve conflicts, be a confident but pleasant negotiator, and maintain a sense of humor.
- Must be approachable and appropriately available to others.
- Demonstrate resiliency and adaptability.

Skill Sets

- Must be a self-starter and able to work independently with little supervision.
- Must be successful at follow-through and execution of plans.
- Must be coachable – able to receive feedback and continue to learn and grow.
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership.
- Able to initiate, plan and manage projects and meetings.
- Must appropriately handle sensitive and confidential information and situations.
- Able to focus on details, prioritize and meet deadlines.
- Demonstrate proficiency with the internet, Trello, Microsoft programs (Word, Excel), and other computer-based technologies.
- Able to focus on the big picture while keeping track of minor details.

Spiritual Development

- Demonstrate a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23).
- Must be a member or willing to become a member of Real Life and work under the direction of the Elders and senior Staff.

Ethics

- Possess a strong work ethic, meet deadlines, organize well, be trustworthy, use time wisely, and dress appropriately.
- Able to balance being a self-starter and not being afraid to ask questions and receive further direction.

Passion/Calling

- Must be passionate and bring energy, creativity, drive, and excitement to the table.
- Show a willingness to work behind the scenes and invest in a disciple making team.
- Passionate about and living out the vision and mission of Real Life Ministries.

COACHING AND DEVELOPMENT

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Pastor & direct supervisor and in harmony with the Real Life's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development through quarterly goals.

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real's Life message and carry out the mission of our church:

- Ordained pastor or in the process of ordination from Real Life Ministries
- Performing the sacerdotal duties: Preaching, Baptism, Weddings, Funerals, Communion, Teaching of Theology, Biblical and Spiritual Coaching…
- Performing Real Life's pastoral duties: Staff on Call, hospital visits, shepherding those in their ministry
- Possessing a heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- Demonstrating a shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.

- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- Coachable, approachable, resilient and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Wiling to embrace and lead through conflict resolution to create and establish unity within the body.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____ Date _____