



## JOB DESCRIPTION

**Title:** Sports Lead

**Reports To:** Sports and Outdoors Pastor

**FLSA Status:** Exempt – Pastoral -To Be Ordained

**Prepared By:** Brett Beaugrand

**Hours per week:** 50

**Ministry:** Sports Ministry

**Classification Grade:** P-4

**Approved By:** Human Resources

**Approved Date:** 10/3/2023

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### Essential Organizational Core Values

The Sports Lead is responsible for championing Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The Sports Lead is responsible for taking the leadership of all ministries functions they oversee. Live out Real Life Ministries' Organizational Core 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 Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Sports and Outdoors Team and Real Life Staff Team:** The Sports Lead has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as the Sports and Outdoors team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary

#### 1. Ministry Function ( 60 %)

- **Build a Volunteer Team** - Build a Volunteer team within youth sports to accomplish job duties.
- **Youth Sports Lead**
  - Oversee youth sports practice and game day activities.
    - Lead in communication with coaches, officials, medical support crew, and other partners
    - Expand the development and implementation of character-building curriculum
  - Shephard leaders within the sport, towards spiritual maturity
    - Meet with, Equip and Empower Commissioners and Head Coaches
    - Connect to Discipleship groups
    - Connecting to small groups
  - Build a Shepharding structure with Volunteer Commissioner, Coaches leading other coaches
    - Create discipleship groups within the coaching framework
  - Build relationship and communicate well with parents involved in the sports overseen.

- Collaborate with the Sports and Outdoors Pastor to develop new opportunities within each sport to Reach the Lost and Develop New Leaders
- Be willing to deal swiftly and directly with conflict, in a biblical manor, as it arises throughout each sport
- Assist in the planning and development of seasons, coach development. Assess Sports seasons at their conclusion to celebrate, improve and build upon
- Develop/Improve systems for each of the sports overseen & roles/responsibilities.
- Mentor and Develop Sports Interns utilizing different sports seasons
- **Administrative Duties**
  - Work with Administrative Coordinator to process new team member applications and background checks
  - Oversee programming of leagues such field and team scheduling, forecasting support needs and budget
  - Lead in inventory management
  - Manage indoor and outdoor equipment
  - Social Media
    - Upload content to promote opportunities within Sports and Outdoors
    - Collaborate with Administrative assistant on social media ideas.
  - Provide weekly updates to the Sports Outdoors Pastor
- **Volunteer Teams**
  - Recruit Coaches and Officials to lead Youth teams within each sport overseen.
  - Build volunteer teams for planning, setup, teardown, medical, security and additional game day needs.
  - Connect with coaches throughout the week, in season and out of season
  - Meet at times when it does not conflict with their ability to live a balanced life (early mornings, during a church service, before practices)
  - Model for them relationship with God—relationship with one another –then responsibilities
  - Encourage the people to know one another better
  - Create environments that are relational and fun.
  - Create a relational environment where people are connecting to one another not just to you.
  - Lead all meetings through prayer and a connection time
- **Outside Group Collaboration**
  - Build relationship with outside groups that use the Fields and Courts
  - Work with outside groups on equipping for setup and teardown
  - Utilize outside groups for camp/skill development collaboration in the off seasons.
- **Off Season**
  - Develop off-season skill development opportunities for Youth. i.e. Day and Night Camps
  - Recruit volunteers for the next season
  - Continue shepherding relationship with key leaders through Discipleship groups, 1v1 and 1v3 meetings continued trainings and development throughout the year
  - refine curriculum
  - Build relationships with other ministries to collaborate on theme of the week and other events

## 2. Team Function ( 10 %)

- Keep normal office hours –Sunday-Thursday during non-sports seasons, adjust schedule to meet the need of weekend games during sports seasons
- Communicate and share schedule with the Sports Outdoors Administrative Coordinator.

- Attend all Real Life Staff team meetings and required events.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Sports and Outdoors Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Sports and Outdoors Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Meet with Sports Outdoors team for vision, collaboration, accountability, relational connection, etc.

### **3. Real Life Staff Relations ( 5 %)**

- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group. Be a visible model in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Values and abide to the expectations of being a member of the church found in our 101 and 301 classes.

### **4. Personal Ministry (20%)**

- Responsible for having, and living out, a Personal Ministry Plan
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.

### **5. Miscellaneous ( 5 %)**

- Work with the Congregation in a way that glorifies God
  - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance)
  - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our 101, and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Teaching in Membership Classes, etc.)

### **Qualifications and Required Skills**

- Education and/or Experience: Bachelor's degree (B. A.) from four-year College or university; or one to two years' related experience and/or training; or equivalent combination of education and experience. Pastoral and/or coaching experience preferred.

**Real Life's Core Competencies**, as defined in our 3 C's document, necessary to succeed in this role:

- Initiative
- Coaching and Developing
- Recruiting
- Personal Responsibility
- Assume the Best

**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 Ministries' Pastoral duties: Staff on Call, Hospital visits, shepherding those in their ministry
- 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.
- 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.
- 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.
- Volunteering: 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 a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_