

<b>Job Title: Associate Pastor - Care &amp; Equipping</b>		<b>Position Type: FULL-TIME, Pastoral (Exempt)</b>	
<b>Reports To: Lead Pastor</b>		<b>Staff Supervisory Responsibility: -</b>	
<b>Purpose of Position</b>	<p>The Care and Equipping Pastor will serve the Body of Christ at Life Church by overseeing and providing leadership in areas of ministerial care, discipleship development, leadership development and community mobilization. As a member of the pastoral team, the Care and Equipping Pastor will serve as part of the Teaching Team alongside the Lead Pastor and will provide pastoral care in the way of counseling, weddings, funerals, etc.</p>		
<b>Essential Duties and Responsibilities</b>	<p>Serve as a member of the Teaching Team.</p> <p>As Care Pastor:</p> <ul style="list-style-type: none"> <li>• Provide pastoral care to covenant members and attenders of Life Church. This includes being available during the week for walk-in ministry needs, crisis situations, hospital visitations, and support with benevolence requests/processes as needed.</li> <li>• Overseeing a comprehensive care ministry that mobilizes members of the Body of Christ to adequately, effectively and expediently respond to and meet needs among our congregation and our surrounding community.</li> </ul> <p>As Equipping Pastor:</p> <ul style="list-style-type: none"> <li>• Oversee ministry development and implementation that serves to develop followers of Jesus to maturity, equip the body of Christ for works of service, and mobilize followers of Jesus to multiply themselves by becoming mature disciple-making disciples.</li> </ul> <p>Alongside the Connections Director:</p> <ul style="list-style-type: none"> <li>• Provide oversight and further development of an expedient, weekly follow-up process in response to information received through Connection Cards on weekends.</li> <li>• Support processes that serve to connect and integrate people into church-life.</li> <li>• Oversee scheduling and implementation of Covenant Member Orientations, Baptisms, and Spiritual Development Groups.</li> </ul> <p>Develop, propose and manage annual budgets for ministry teams.</p> <p>Provide pastoral services such as counseling, officiating weddings or conducting funerals as needed.</p>		
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• <b>Reports to Lead Pastor</b> for accountability, support and communication of ministry plans and objectives</li> <li>• Regularly interacts, collaborates and works well with Elders, other Pastors, Directors, Coordinators and volunteers (Team Player)</li> <li>• Must interact well with members, attenders, people in the community</li> </ul>		

<p><b>Staff Expectations</b></p>	<p>Every Staff Member is responsible to lead from a healthy place, to serve interdependently, to communicate well, to build a culture of leadership development and multiplication by being an <i>Equipper</i> of ministry, and to publicly and privately support the Mission, Values, Strategy of Life Church.</p> <p><b>In addition, every staff member is expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Put Jesus at the Center:</b> A growing, vibrant and intimate relationship with God is essential for ourselves, our families and those we are responsible to serve, and is an expectation of all pastors and staff at Life Church so that we will minister out of the overflow of our intimacy with Christ. A disciplined, daily-time with Christ (incorporating spiritual disciplines) along with a consistent day of Sabbath each week are not only critical to ensuring our identity is found in Christ alone (and not primarily in the success of ministry) but are expected and must be protected.</li> <li>• <b>Establish Healthy Boundaries:</b> Having rhythm, balance and a regular time to rest is vital to our success in ministry. As we minister, let us do so by setting a healthy example.</li> <li>• <b>Serve with Joy:</b> We serve the Lord with Joy, and His Joy is our strength. As Joy fills us, laughter and enjoyment are evident in our lives.</li> <li>• <b>Put Family First:</b> Our relationship with our spouse and/or family should be healthy and thriving. Our families should be flourishing under our love and leadership, with Christ at the center.</li> <li>• <b>Make a Home in the Community:</b> Staff are expected to live where they serve and actively working for the peace and prosperity of our community beyond the church</li> <li>• <b>Equip People:</b> We work hard to establish healthy relationships with folks we lead, love, support and serve alongside in ministry. We do ministry with a team approach and see ourselves as <i>equippers</i> of God's people.</li> <li>• <b>Continual Learning:</b> We should be consistently growing and evolving in our practices and methodology of ministry, regularly learning new ways of <i>being</i> and <i>doing</i> ministry.</li> </ul>
<p><b>Additional Responsibilities/ Expectations</b></p>	<ul style="list-style-type: none"> <li>• <b>Covenant-member</b> in agreement with our Statement of Faith, Mission, Vision, Strategy, Covenant and By-Laws of Life Church.</li> <li>• <b>Committed follower of Jesus Christ</b>, actively discipling and pointing others to faith in Jesus.</li> <li>• <b>Active participant in community</b> by being part of/leading a Life Group</li> <li>• <b>Regular attender of and contributor to Staff Team Meetings</b></li> <li>• <b>A responsible manager of time during the week</b>, maintaining consistent office hours (work day begins at 9am) and communicating with staff when away from the office (ministry can't be done by being at the office all day)</li> <li>• <b>Attends all weekend services</b>, arriving 30 minutes before and staying at least 30 minutes following last service</li> </ul>

## QUALIFICATIONS

<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong organizational skills with the ability to multi-task.</li> <li>• Excellent communication and interpersonal skills: verbal, written and electronic.</li> <li>• Supervisory skills such as coaching, mentoring, nurturing, holding accountable to ministry goals, and helping to create a reporting structure that works for the individual.</li> <li>• Ability to consistently interact with a variety of management levels.</li> <li>• Ability to "see the big picture" to include a working knowledge of entire church and a vision for the growth needs</li> <li>• Ability to maintain compassion, humbly with a caring heart while peacemaking.</li> <li>• Ability to prioritize and follow through while being adaptable to change.</li> <li>• Confidence to effectively communicate new programs, processes and procedures to a wide variety of groups and individuals to gain support and affect change.</li> </ul>
<b>Education</b>	<p>This position requires a seminary degree or advanced degrees in ministry or a complementary field</p>
<b>Experience</b>	<p>This position requires 5-7 years experience in ministry or a complementary field</p>

## BENEFITS

<b>Compensation</b>	<p>Full-time, SALARY</p>
<b>Paid Time-off</b>	<p><b>Holidays</b> (office closed):</p> <ul style="list-style-type: none"> <li>• New Year's Day</li> <li>• Easter (Monday-Tuesday following)</li> <li>• Memorial Day</li> <li>• Independence Day</li> <li>• Labor Day</li> <li>• Thanksgiving (Thursday-Friday)</li> <li>• Christmas Eve</li> <li>• Christmas Day</li> <li>• +2 floating Holidays</li> </ul> <p><b>Vacation:</b> Vacation request forms should be submitted to Lead Pastor for approval</p> <ul style="list-style-type: none"> <li>• Full-Time Employees - 10 days</li> <li>• Part-time Employees - 5 days</li> </ul> <p><b>Sick Days/Personal Time:</b> Must contact Lead Pastor prior for approval</p> <ul style="list-style-type: none"> <li>• Full-time Employees - 5 days</li> <li>• Part-time Employees - 3 days</li> </ul> <p><b>Professional Development Days:</b> Conferences, planning retreats, sabbaticals must be proposed and approved by Lead Pastor</p>
<b>Retirement, Insurance, Etc.</b>	<p>Full-time and Part-time employees are eligible for plans through Guidestone Resources of the Southern Baptist Convention. All such benefits can be included in employment package for tax-exemption purposes.</p>