

JOB DESCRIPTION

PASTOR

CAMPUS: MEDINA EAST



Ministry Area: Give It Away

Ministry Position: Give It Away and Care Pastor

Time commitment: Full-time, 40 hours per week, salaried, exempt status

Staff contact: Kevin Poest, Executive Pastor

Position Overview

This position seeks to maximize impact for God's Kingdom through strategic ministry partnerships and implements the vision of Give It Away at the Medina East Campus (MEC) by developing a culture of discipleship and involvement in local and global missions. This role involves shepherding the MEC congregation into a lifestyle of living on **Mission** - seeing our everyday lives as an opportunity for showing and sharing the Gospel and taking part in **Missions** – pursuing unique opportunities to share the Gospel with others. In addition, this position is responsible to coordinate the pastoral care needs of the campus.

Essential Job Functions

- Cultivate relationships with current ministry/mission partners seeking to know them, understand their ministry context, determine how MEC can effectively come alongside and connect the hearts of MEC people with the work God is doing.
- Establish clear and easy pathways for the people of Medina East to connect with ministry partnerships.
- Explore opportunities for future strategic GIA partnerships, working in concert with the MEC Lead and Steering Teams throughout all phases of the process from exploration to establishing official partnerships.
- Provide relevant, consistent, increased exposure to our ministry partnerships in cooperation with other leaders in various environments (i.e. weekend service, Life Groups, Student Ministries, United, POWER Kids, etc.).
- Collaborate with Ministry Leads (Know It, Live It, Next Generation) to equip Life Groups, families, and individuals, to regularly engage being on mission locally and take part in missions globally to share the love of Jesus and make disciples of all nations (Matthew 28:18-20).
- Build volunteer teams to leverage key gifts in the body of Christ that will facilitate Give It Away and Care ministries and their functions (i.e. disciple-making and mission/missions partnerships).
- Partner with the MEC administrative team to establish key systems and processes that lend sufficient and necessary support to MEC's Give It Away mobilization (i.e. coordinating, promoting, and executing events, initiatives, teams, and processes, as well as appropriate day-to-day functions).
- Oversee the GIA Coordinator.
- **Campus Pastoral Care Needs:**
 - Oversee Agape, Care Umbrella, counseling referrals, wedding requests, funerals and other "felt needs" based ministry opportunities.
 - Manage and distribute "pastor on call" assignments, working with scheduled individuals to effectively respond to care needs.

- Collaborate with other pastoral staff to serve the people of the Medina East Campus by shepherding them and providing spiritual leadership/oversight (spiritually steer and protect “the flock of which is under your care,” per the instructions given in 1 Peter 5:1ff.).
- Assist with other major ministry initiatives operating outside of GIA in a pastoral capacity through teaching, preaching, creative development, etc. (ex. Equipping Division, vision campaigns, weekend service announcements/promotion, etc.).

Technical Requirements

- Bachelor’s Degree in Bible, Theology, Church Leadership and/or Ministry and/or comparable experience.
- Ability to gather followers and lead a team.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant’s heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Faithful and committed attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership including the Statement of Faith and Staff Creed.
- Has completed or is in the process of completing Discovery with in the first six months of hire.
- Actively making disciples or moving toward disciple-making.
- Will care for others while appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possess organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possess a strong work ethic (We are the recipients of the Lord’s money).
- Self-directed, organized and a self-starter. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Is willing to perform other duties as required in a spirit of servitude.
- Is proficient and confident in personal computer skills which include the programs of Microsoft Office; willing to learn in-house management systems such as GraceLINK, etc.
- Can maintain a high level of accuracy in preparing and entering information and develops processes to efficiently complete work.
- Strong administrative, communication, planning and interpersonal skills.

Measured By

- 30/60/90-day new hire review by the Executive Pastor.
- Annual Review by the Executive Pastor.
- Regular and consistent review of ministry area status by the Lead Team.
- Input from leaders, staff, and volunteers.