

EAST TAIERI CHURCH MINISTRY DESCRIPTION

Job Title:	Associate Pastor
Responsible To:	East Taieri Church Elders through the Senior Pastor
Purpose of this Role:	This full-time role provides ministry leadership at East Taieri Church particularly in the areas of preaching and equipping the body of Christ, building and supporting teams, and pastoral care and discipleship.
Date:	Sep 2019.

Organisational Context: - Where I fit

This is a senior staff position. The Associate Pastor is responsible to the church council of East Taieri through the Senior Pastor, and is a member of the ET Ministry Leadership Team (MLT) who are responsible for the week to week running of the church. The Associate Pastor provides a monthly written report to church council and engages with them at least twice a year.

Functional Relationships: Who I need to relate to

External

Churches in the Region
Wider Community through local mission of ET including Funerals and evangelism

Internal

ET Ministry Leadership Team (MLT)
ET Ministry Team
Elders (church council)
Property and Finance (through Parish Manager)
Congregations at ET.

Key Result Areas:

The position of Associate Pastor encompasses the following major functions or Key Result Areas (to be finalized depending on the gifts and interests of the person appointed):

1. Leading the overall pastoral care ministry of East Taieri Church. Includes giving leadership to pastoral teams. Primary contact for urgent pastoral needs (such as hospitalization, crisis care, bereavements)
2. Leading the Fuel Leadership Team, is responsible for preaching and worship at FUEL Breakfast Café Church, but having a preaching and worship leading profile across all congregations.
3. Giving leadership support for ministries which engage families.
4. Oversight of small group, prayer and discipleship ministries.
5. Contributing to the overall leadership of ET Church through membership of the MLT. This includes taking new initiatives in the implementation of the vision and strategy of ET Church.

Key Result Areas:

<i>Person in this role is accountable for</i>	<i>What success looks like</i>
<u>1 Leading overall pastoral care ministry of East Taieri Church</u> <input type="checkbox"/> Coordinates the pastoral care leadership team and visiting teams, and oversees the welcoming/newcomers team.	<input type="checkbox"/> Timely response to pastoral care needs (see our Guidelines for Pastoral Care). <input type="checkbox"/> People gifted and trained in pastoral care are trusted with real pastoral issues, including death, bereavement and funerals

<ul style="list-style-type: none"> <input type="checkbox"/> Primary contact for urgent pastoral needs, including funerals. <input type="checkbox"/> Ideally is a marriage celebrant, and is trained in Prepare/Enrich marriage preparation. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures ET database up to date. <input type="checkbox"/> Good communication with pastoral team and wider ministry leadership. <input type="checkbox"/> Promotion of annual Mission Membership Day <input type="checkbox"/> Annual roll review carried out.
<p><u>2. Leadership in FUEL and preaching and worship profile across all congregations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contributes to vision and strategy of FUEL and helps ensure alignment with the overall vision and strategy of ET. <input type="checkbox"/> Helps foster the relationship of FUEL with ET as a mission congregation of ET. <input type="checkbox"/> Organising the Preaching Plan at FUEL and preaching 3 to 4 times each term. <ul style="list-style-type: none"> <input type="checkbox"/> In consultation with FUEL leadership team, maps out the preaching plan for each term and finds people for the preaching roster. <input type="checkbox"/> Contributes to leading the FUEL Sunday service. <input type="checkbox"/> Helping new Christians at FUEL get established in their faith, prepare for baptism, and grow into leadership. <input type="checkbox"/> Along with the FUEL Leadership Team, building a team to run two outreach events each year that engage the wider community. Past examples have been: the Midwinter Christmas Dinner, the Craft Fair, barn dance, women's evening... <input type="checkbox"/> Contributes to the preaching and worship in other ET congregations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contributes energy, ideas at the FUEL Leadership level and sees agreed goals through to implementation <input type="checkbox"/> Attends ET Ministry Leadership Team meeting and chapel each week, and FUEL Leadership Team each fortnight. <input type="checkbox"/> Preaching 3 to 4 times a term at FUEL (recognizing that we want the body of Christ to contribute in preaching, so it could be less than this some terms) <input type="checkbox"/> Preaching 2 times a term at 10am at ET, one of which is during term time. <input type="checkbox"/> Preaching at 2pm and EPIC once a term.
<p><u>3. Giving Leadership Support for ministries that engage families.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> This is not leading these ministries, but ensuring our church as a whole is child and family friendly and ministers in this demographic. <input type="checkbox"/> Is an advocate for families in our leadership and planning meetings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer teams who run family-oriented ministries feel connected and supported by the Ministry Team and congregation at East Taieri. <input type="checkbox"/> New leaders are raised up and trained.
<p><u>4. Oversight of small group and discipleship ministries</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicates with, resources and supports small group leaders. <input type="checkbox"/> Links new people in with suitable small groups. <input type="checkbox"/> Contributes to the discipleship practices and culture of East Taieri Church. Trains and motivates others in discipleship. E.g. the Learning Communities developed from 3DM Huddles. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensures volunteer keeps the small groups section of Infoodle database up-to-date <input type="checkbox"/> Leaders have access to small group resource material and are gathered for encouragement and training. <input type="checkbox"/> Growing number of healthy small groups.
<p><u>5. Contributing to the overall leadership of ET through MLT</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Takes on senior leadership projects from the strategic plan as appropriate. <input type="checkbox"/> Assists with developing new strategy, plans and ministries undergirded by appropriate theological reflection. 	<ul style="list-style-type: none"> <input type="checkbox"/> The person in this role is contributing to a healthy, "can-do" leadership team and supportive ministry culture.

Person Specification: Qualifications & Gifts, Knowledge and Experience

Qualifications & Gifts

Essential:	Desirable:
<ul style="list-style-type: none"> • Leadership ability – able to motivate and supervise staff and volunteers • Preaching/Teaching gift – able to teach and equip people to carry out pastoral care and discipleship. • Pastoral gifts and listening ability. • Apostolic gift – able to take risks to start new ventures. • Self starter able to manage own time and priorities, and organize and manage projects. 	<ul style="list-style-type: none"> • Able to shape and articulate vision and strategy • Able to recruit new people into the ministry. • Theological qualification.

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience in providing pastoral care within the code of ethics • Experience in leading worship • Experience in preaching the Word of God in engaging ways for a variety of congregations. • Proven track record in building and leading teams and working in a team. 	<ul style="list-style-type: none"> • Experience with administrative systems • Strategic Planning • Experience in overseeing a substantial small group network and discipleship strategy. • Experience in building a healthy, growing church including interest in Fresh Expressions and church plants.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Pastoral care and code of ethics in pastoral care Leading and coaching teams. Preaching and service leading – up front presentation skills, including funerals and weddings. Relational skills and ability to encourage others.
Advanced level	Communication and reporting skills Discipleship (ideally some experience with 3DM discipleship.) Procedures with finances and ET Church leadership.
Working Knowledge	Health and safety Strategic planning Administrative procedures and setting and managing budgets Computer and technical gear (sound system, data projector, etc)
Awareness	Issues related to Children, Youth and Family Ministry.

Key Behaviours

All ministry staff are measured against the following **Key Behaviours** as part of Performance Development:

- Demonstrates commitment to the mission and vision of East Taieri Church, and to the values of the Ministry Team (Trust, Encouragement and Grace – see Ministry Team Values Statement)
- Strong and growing Christian faith and character, making good use of spiritual practices and supervision.
- Teamwork.

- Demonstrates servant mission leadership.
- Effective communications & healthy relationships.
- Well respected in church and community and a good ambassador for East Taieri Church.

Change to Ministry Description:

There is flexibility in the Key Result Areas of this ministry description that can be negotiated depending on the gifts, skills and passion of the person appointed.

From time to time it may be necessary to consider changes in the ministry description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This ministry description may be reviewed as part of the preparation for performance planning for the annual ministry review.

Approved:

Senior Pastor

Date

Associate Pastor

Date