



Job Title: Pastor for Ministries

Reports To: Pastor for Preaching and Vision

Position Status: Full-time, Salaried Position

Summary of Position

The Pastor for Ministries is responsible for building a culture of sending and maximizing the overall impact of Gateway Church through its ministries. This will be primarily accomplished as the Pastor for Ministries leads in growing and advancing the different ministries of Gateway Church.

Character

- Models the biblical standard of personal conduct and lifestyle that is expected of all Gateway Church covenant members. (Eph. 4:1)
- Fully participates in the life of the church as an active covenant member by gathering, grouping, giving, and going. (Acts 2:42)
- Submits to and supports the leadership of the church elders. (Heb. 13:17)
- Demonstrates integrity in all facets of life. (Psalms 101:2, 119:1; Prov. 10:9)
- Glorifies God with the humble use of spiritual gifts. (Rom. 12:3-8)
- Pursues an active relationship with God through prayer and the Word. (Rom. 12:12, Col. 4:2)
- Demonstrates an eagerness to repent and believe the gospel. (Matthew 3:8; Mark 1:15)
- Gives regularly and generously of time, talent, and treasure to Gateway Church. (Prov. 11:24-25; Matthew 6:19-21; Acts 20:35)
- Pursues a healthy lifestyle by treating the body as the temple of the Holy Spirit (1 Cor. 6:19-20) and seeks to balance work with rest (Exodus 20:8-11; John 15:5).

Job Competencies

- **Interpersonal Savvy:** Relating comfortably and openly with diverse groups of people.
- **Collaborates:** Builds partnerships with others to meet shared objectives.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Demonstrates Self-Awareness:** Understands personal strengths and weaknesses.
- **Situational Adaptability:** Adapts approach and demeanor in real time to match the shifting demands of different situations.
- **Communicates Effectively:** Uses multi-mode communication that is prompt, clear, honoring, professional.
- **Directs Work:** Delegates tasks, organizes tasks, and removes obstacles to get work done.
- **Drives Results:** Consistently achieves results, even in difficult circumstances.



Duties and Responsibilities

Ministry Growth and Advancement (70%)

1. Sunday Service Details
 - a. The Pastor for Ministries will be active in developing a culture of “serve others first” in our Serve Teams by encouraging and leading.
 - b. The Pastor for Ministries will be responsible for upholding standards for Serve Teams as it relates to all first-time guests (e.g., check-in process and FTG gift/follow-up).
 - c. The Pastor for Ministries will set up and tear down each week for the Sunday service.
 - d. The Pastor for Ministries will be available to the Serve Teams and troubleshoot any issues that arise.
 - e. The Pastor for Ministries will routinely serve as the service host during the service (i.e. welcoming, leading a prayer time, leading communion, etc.).
2. Gather, Group, Give, Go
 - a. The Pastor for Ministries will oversee the execution of all assimilation processes for our discipleship strategy.
 - b. The Pastor for Ministries will ensure that our first-time guest workflows are following best practices and functioning well.
 - c. The Pastor for Ministries will oversee the Membership Pathway by shepherding people through the process and finding ways to celebrate new members..
 - d. The Pastor for Ministries will lead at least one Community Group.
 - e. The Pastor for Ministries will help to provide training, encouragement, and accountability for Community Group Leaders and Apprentices.
 - f. The Pastor for Ministries will monitor the health of Groups weekly and communicate updates to the Pastor for Preaching and Vision.
 - g. The Pastor for Ministries will grow our Community Groups ministry by identifying and recruiting future Leaders.
 - h. The Pastor for Ministries will encourage and challenge our people to give their time, talent, and treasure to the fulfillment of the Great Commission.
 - i. The Pastor for Ministries will teach and train our people to live on mission and share the gospel of Jesus.
 - j. The Pastor for Ministries will help to create and bolster strategic partnerships across the US and the globe to foster a network of missions and church planting.
3. Age-Based Ministries
 - a. The Pastor for Ministries will oversee the execution of our strategy as it pertains to Kids, Students, and College ministries.
 - b. The Pastor for Ministries will maximize staff and volunteers in their serving roles.
 - c. The Pastor for Ministries will aid in the growth of our age-based ministries which may include leading groups, teaching, recruiting, etc.
4. Big Days and Regular Events
 - a. The Pastor for Ministries will assist in the planning and execution of all church related Big Days (e.g. Easter, Send Month, Immerse, and Christmas).



- b. The Pastor for Ministries will assist in the planning and execution of all age-specific events (e.g. Kids Weekend, Sent Initiative, etc.).
- c. The Pastor for Ministries will aid in the planning and execution of all regular church related events (e.g. Wayfinder, Fasting, Prayer, etc).

Pastoral (30%)

1. Preaching and Teaching
 - a. The Pastor for Ministries will preach around seven Sundays per year at Gateway Church.
 - b. The Pastor for Ministries will partner with other pastors to develop and execute teaching and preaching programs (i.e. Wayfinder, Equip Seminars, Podcasts, Preaching Calendar, etc.).
 - c. The Pastor for Ministries will give regular feedback to other preachers and teachers in the church via sermon planning and service debrief.
 - d. The Pastor for Ministries will help to lead Gateway staff and residents.
2. Shepherding
 - a. The Pastor for Ministries will shepherd and encourage members towards the fulfillment of our church covenant.
 - b. The Pastor for Ministries will provide counseling to members and others within the church as needed (e.g. pre-marital, biblical, grief, etc.).
 - c. The Pastor for Ministries will care for leaders of ministries in our church (i.e. Community Group Leaders and Serve Team Leaders).

Miscellaneous Responsibilities

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties, including but not limited to the following, may be assigned:

1. Provide assistance with miscellaneous duties during the gathering, including first steps, baptisms, communion, etc.
2. Host a table or serve at Wayfinder and/or other events.
3. Assist in various ways with large-scale events like Easter, Send Month, Immerse, Kids Week[end], Christmas, etc.

Physical Requirements:

Essential job function: Duties [1] through [4] are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

1. Ability to continuously stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 5 to 30 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to frequently comprehend physical and/or digital documents and frequently prepare physical and/or digital documents.



Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is frequently loud.
4. May occasionally work outdoors.
5. May continuously work indoors within closed office spaces.

Office Hours and Work Schedule

1. Office Hours: Sundays, 7a-3p. Mondays, 9a-5p. Tuesdays, 9a-5p. Wednesdays, 9a-5p. Thursdays, 9a-5p.
2. Time Off: 14 days total, can only take off two Sundays every calendar year.

Organizational Relationship

- Primary Supervisor – Pastor for Preaching and Vision
- Supervises: Kids Coordinator, Welcome Team Coordinator, College Coordinator, Community Group Leaders, Community Group Apprentices, and Serve Team volunteers

This job description is subject to change at any time.

Applicant Name

Date

Manager Name, Title

Date