

JOB DESCRIPTION: This position is open to both non-clergy and clergy

JOB TITLE Associate for Faith Development & Pastoral Care	NAME OF PERSON CURRENTLY FILLING POSITION	<input type="checkbox"/> CLERGY or <input checked="" type="checkbox"/> NON-CLERGY
HIRE DATE	<input checked="" type="checkbox"/> part-time: 10-15 hours <input type="checkbox"/> full-time	UPDATED: 03/13/18
REPORTS TO Name: Rev. John Romig Title: Sr. Pastor		
VACATION/YEAR None until after one year	SALARY or HOURLY:	SALARY \$
<p>ESSENTIAL DUTIES: Under the direction of the Senior Pastor, the Associate for Faith Development & Pastoral Care (Assoc. FD&PC) will work with clergy, staff and church leadership to plan, resource, implement and coordinate the following:</p> <ol style="list-style-type: none"> Provide program direction (planning, organization and implementation) for developing a path for members and friends of GRCC to grow and develop in their faith through Christian educational opportunities that are in alignment with the mission and vision of GRCC. Provide program direction (planning, organization and implementation) for providing pastoral and chaplaincy care to members and friends of GRCC who are in times of spiritual, emotional and physical need; and may require visitation at the hospital, assisted living facility or at home. Provide program direction (planning, organization and implementation) for adult education classes, bible study groups, spiritual retreats and events within GRCC that have as its base a teaching and or educational component. Facilitate communication with members, friends and families involved in GRCC ministry using current and relevant multi-media channels. Coordinate with pastoral staff for ways to tell GRCC's story, e.g. the impact of a person's faith journey, during worship services. Creatively and collaboratively support and plan with current and new ministry teams, including: Academy of Religious Studies, Share the Care, Stewardship and History. Attend continuing education opportunities. Attend church board and cabinet meetings as needed and provide written monthly report. Participate in Sunday morning worship leadership as needed. Stay knowledgeable in the changes of the greater church culture and in issues impacting church growth. Assist the staff and volunteers in using promotional media channels as necessary. 		
<p>Additional Responsibilities & Description:</p> <ol style="list-style-type: none"> Coordinate and collaborate with pastoral staff and ministry staff on church ministries that overlap. Encourage and affirm GRCC members and friends on their activities both inside and outside the church; commenting or 'liking' on social media as appropriate. Conduct timely team gatherings to develop short and long-term programming. Strive to create and maintain a culture in which members and friends see church holistically, elements including worship, education, fellowship, service, and intergenerational relationships. Recruit, train and support the leaders and volunteers to resource and implement regular programs and special events. Observe the needs of our attendees both in the church and community and work with them to develop programs/groups as needed. Coordinate the promotion and marketing of church activities to current and visiting attendees. Assist with the planning of retreats educational opportunities with the District and Regional expressions of the Disciples of Christ and the Canal Winchester & Lithopolis Ministerial Association members. Update Church Windows with current member and visitor demographics. 		
<p>MINIMUM REQUIREMENTS:</p> <ol style="list-style-type: none"> This position is open to bot ordained and non-clergy applicants. It is not a requirement to be ordained. Maintain time for personal Bible and Spiritual devotion. As a part-time employee of the church, the ASSOC. FD&PC will be available throughout the week during agreed upon hours for planning and consultation in matters related to the job description e.g. staff meetings, and one on one meetings with senior pastor. The ASSOC. FD&PC will be available throughout the week, weekend during days or early evenings to meet with church constituent groups and or attend job related events. The use of technology enables 		

telecommuting (working remotely) and communicating with church groups, ministry staff and volunteers as long as it is deemed effective and appropriate by the senior pastor.

- e. The ASSOC. FD&PC must submit and pass a criminal background check and Regional Church Office screening.
- f. Demonstrate Proficiency in computer programs: Word, Excel, Publisher, and social media platforms: Instagram, snapchat, Facebook, Twitter. Willingness and ability to learn: Church Windows, EasyWorship.
- g. Use of a smart mobile device for texting, and communication apps like GroupMe, Remind etc.
- h. Heart for ministry and the values, mission, vision and culture of Gender Road Christian Church.
- i. Flexible and comfortable in a dynamic, changing environment; able to accommodate the varying schedules of the ministerial staff.
- j. Ability to work both independently and in a team environment, always with a servant heart.
- k. Excellent communication skills, including proper grammar, spelling, and punctuation, as well as superior telephone etiquette.
- l. Demonstrated effective interpersonal skills in sensitive and confidential situations.
- m. Ability to prioritize work within a multi-tasking environment, maintaining task deadlines and due dates.
- n. Proven attention to detail and superior coordination skills.
- o. Proven ability to make smart and timely decisions, anticipate next steps, take initiative, exercise discretion and sound judgment, work collaboratively with all levels of the church, and see issues through to resolution.
- p. Ability to conduct him/herself in a professional manner at all times and maintain confidentiality in all church and congregational matters.

I have reviewed and determined that this job description accurately reflects the position.

Sr. Pastor or Personnel Rep signature Date

Employee signature Date

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