

Associate Pastor - Congregational Care

Job Title: Associate Pastor – Congregational Care

Team(s): Adult Ministries, Pastoral Team, Management Team

Reports to: Associate Pastor of Adult Ministries

Direct Reports: Volunteer Applications Administrator, Congregational Care Administrator (future)

Status: Full-time (40+ hours per week); Exempt; Weekend and evening hours are required

Position Overview: Connect the world with God and one another by developing, leading and executing the Congregational Care vision and strategy implementation.

Individual Responsibilities

- Oversee the planning and implementation of all Pastoral Care on Call (PCOC). This includes PCOC weekday and after-hours schedule as well as primary POC during weekdays.
- Oversee the planning and implementation of all Congregational Ceremonies and Classes. This includes weddings, funerals, baptisms, membership, volunteer applications and classes. This includes applications, interviews, classes and follow up.
- Oversee the planning and implementation of the counseling referral system, marriage mentoring, and all support groups.

Adult Ministries Team Responsibilities:

- Regularly meet with the Adult Ministry leadership team for calendar planning and alignment
- Coordinate joint efforts with other specific leadership teams (ie Women's, Alliance Groups, Xcel) for specific ministry event focuses.

Pastoral Team Responsibilities:

- Perform ceremonies or key events as needed (Weddings, Funerals, Baby Dedication, Baptisms, Membership Class, James 5 Services)
- Provide pastoral care and counseling (up to three sessions maximum) as needed
- Serve on regular rotation of Pastor on Call schedule
- Teaching / Preaching / and Service Hosting support as needed in various services or classes

Management Team Responsibilities:

- Champion Alliance Fundamentals and use them to give content to team members' decisions.
- Be a team player in "all-hands-on-deck" ministry situations, seasons or events.
- Maintain staff-wide systems, strategic planning, audits, schedules, and communications.

Impact/outcomes you produce:

- A congregation that is served well through crisis moments and celebration moments.
- A congregation that is lead towards health and wholeness.
- A culture of care, service and celebration.
- A clear, systematic, and reliable process of how people grow and change.

Goals you contribute to:

- Multiplying the congregational care process across all locations.
- Fostering a culture of growth and change.



Core competencies you need:

- Strong organizational, administrative, assimilation and team building skills.
- Strong verbal and written communication skills
- Bachelor's degree in Pastoral Ministry, Counseling or related field (Masters preferred)
- Minimum of five years ministry experience in pastoral, counseling or related field

What you need to be successful:

- Ability to delegate and empower others
- A team who has clarity on vision and strategy
- A team who communicates with the congregants efficiently and with care
- A clear strategy that can be implemented across teams and locations

How do you know if you're not being successful:

- Congregants who slip through the cracks of care and celebration
- Lack of alignment around the vision
- Lack of clarity around the vision
- Staff and volunteers are not empowered to provide congregational care

A description of the organization:

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton and Hortonville, as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit alliancechurch.org.

STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God’s Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
Strategic and Effective	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of “success” will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
Felt Needs First, Prescribed Needs Second	We will seek to meet people’s felt needs first, then move people to the “prescribed” needs outlined in the Bible.
Come and See – Go and Be	We will partner with the congregation in doing Kingdom work. The staff’s role will be to provide a clear vision and effective programming. The congregation’s role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
Healthy Relationships	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
Servant Leadership	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
Stronger Together	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
Healthy Leadership	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.
Equip Future Leaders	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.