



Ministry Area: Community/Global Outreach (CGO)

Title: Associate Pastor/Director

Reports to: Community/Global Outreach Pastor/Director

Date: 01/17

POSITION PURPOSE

The CGO Associate Pastor/Director (CGO AP/D) will provide operational leadership to Rolling Hills' outreach in alignment with the collaboratively developed strategy to advance the mission of Christ as articulated in the Rolling Hills' Mission Statement. They will provide **Volunteer Leadership, Discipleship and Development** which will entail building effective, accountable and spiritually growing teams through leading, coaching and discipling leaders that results in providing ministries to the community and the world that are effective and relevant to dynamic needs. This position will develop volunteer **Administrative Support** as well as provide support to the CGO ministries including mission trip, project, event and volunteer coordination. This position will also be a **Community and Global Liaison** engaged in representing local and global outreach to our community and others, as well as conducting ongoing research and assessment of opportunities. Position requires interaction and collaboration with the CGO Pastor/Director and with multiple stakeholders (Elders, Church Staff, Volunteers, Congregation, Ministry Partners, Community Leaders) and conducting Pastoral Duties.

RHCC CORE COMPETENCIES

- **Accountability** – I am accountable for my continued spiritual growth and development to be more like Jesus.
- **Effectiveness** – I am committed to the advancement of the Kingdom of God through building and maintaining effective ministry organizations and efforts.
- **Service & Stewardship** – I am committed to following Jesus' example in sacrificially serving with our time, talent and resources.
- **Respect** – I respect others' calling and demonstrate respect and self-control in all of our interpersonal interactions.
- **Resolution** – I will directly address and attempt to resolve all disagreements quickly and respectfully even if it involves the potential for conflict.
- **Safety** – I will actively contribute to a safe work environment that fosters creative thinking, sharing of ideas and the freedom to ask questions without reprisal.
- **Unity** – I will personally and publicly support leadership's final decisions and own the implications of those decisions with our attitude and actions.

ESSENTIAL JOB RESPONSIBILITIES

- **Volunteer Leadership, Discipleship and Development (50%)**
 - Coach and disciple volunteer leaders advancing them toward being spiritual parents who disciple team members and ministry participants. Impart vision to volunteers for their ministry helping to make disciples who make disciples who learn to think, love and live like Jesus Christ.

Job Description

- Develop, motivate and supervise leaders and teams that provide ministries to the community and the world that are effective and relevant to dynamic needs.
 - Determine and assess need for additional volunteers and make the appropriate recruitments for ministries to grow and thrive.
 - Set and continually manage ministry expectations with team members and other stakeholders.
 - Practice personal disciple making as a spiritual parent. Seeks engagement in a disciple making community group.
 - Responsible for creating an environment that fosters the church body engagement in disciple making.
 - Integrate and implement the Church-wide strategies and initiatives in collaboration with the CGO Pastor/Director throughout the CGO ministries.
 - Conduct Pastoral duties including but not limited to: teaching at weekend services and other contexts as required, leading Church members, reproducing gifted lay leaders, performing baptisms, administering communion, counseling, occasional hospital visits, office coverage, pastoral care, and prayer.
 - Delegate tasks and responsibilities to appropriate volunteers.
 - Identify and resolve issues and conflicts within the ministry team, with those served and other stakeholders.
- **Administrative Support (20%)**
 - Develop, lead and coordinate a team of volunteers who are trained and empowered to provide administrative support. All of the tasks below may be delegated to these volunteers if appropriate.
 - Multi-task coordination and support of multiple ministries, projects, volunteers, and events with changing deadlines and milestones.
 - Manage social media communications with input from the CGO Pastor/Director and in coordination with the Communications Team.
 - Support of mission trips before, during and after the trip.
 - Use of a variety of in-house and online information systems as needed.
 - Write internal and external communications with input from the CGO Pastor/Director.
 - General office administration (managing database, filing, note taking, calendar management, preparing agenda and minutes, etc.)
- **Community and Global Liaison (30%)**
 - Participate in ongoing research and assessment to insure the RH Community and Global Outreach ministries maximize effectiveness and relevance to dynamic needs.
 - Build, develop and grow relationships vital to the success of CGO goals including community non-profits and governmental agencies.
 - Participate in articulating a CGO Ministry Development Plan in collaboration with CGO Pastor/Director, CGO Team, Elders and major stakeholders (may include staff, community leaders, global partners, etc.)
 - Assist in ongoing process that assesses partnership proposals to confirm goals are in line with CGOT goals and RHCC mission statement.
 - Estimate resources needed to achieve ministry goals – both manpower and financial.
 - Effectively communicate ministry expectations to team members and key stakeholders in a timely and clear fashion.
 - Liaise with ministry stakeholders on an ongoing basis

Job Description

QUALITIES

- Personal Relationship with Jesus
- Spiritual Maturity (Gal. 5: 22-23) and growing demonstration of Spiritual Parent Characteristics.
- Willing to accept feedback and incorporate as well as demonstrates ability to change
- Performs effectively in pressure situations
- Strong work ethic
- Excellent organizational skills
- Loyal team player with submitted heart toward leadership
- Ability to adapt and excel in an ever-changing environment

KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED

- College degree or 3 years of experience required; Master of Theology or Divinity preferred.
- Passionate practitioner of personal discipleship and disciple making. Experience in making disciples who make disciples.
- Excellent oral and written communication, human relation, and problem-solving skills
- Excellent self-management skills; able to work well collaboratively or independently depending on the need.
- Ability to work with a team of staff & volunteers
- Working ability to present and facilitate group process skills, e.g. volunteers
- Excellent computer skills, MAC operating system, MS office (Word, Excel, PowerPoint, Entourage), other software applications as required by position.

PHYSICAL/MENTAL ABILITIES AND PROCESSES

- Excellent written and verbal communication skills
- Ability to multi-task working with multiple projects, ministry teams and people at one time
- Ability to function effectively in ambiguous environment
- Excellent relational, interpersonal, problem-solving, and rapport-building skills
- Excellent reasoning skills
- Excellent analytic skills
- Excellent decision-making skills
- Excellent human interaction skills
- Effective presentation and facilitation skills
- Ability to analyze historical data and project future actions or outcomes