



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Equipping Pastor**

Reports to: **Senior Pastor**

Position Status: **Regular Full-Time Exempt**

Department: **Executive**

Effective: **May 2009**

Replaces: **New Position**

Position Number: **RC-12-09**

Posting Date: **June 5, 2009**

1<sup>ST</sup> Closing Date: **June 12, 2009**

**Position Summary:**

Responsible for the creation, implementation and management of the Rock's "Equip" strategic plan and budget. Incumbent is responsible for managing the ministry staff and volunteers under Equip. This position serves on the Executive Execution Team of the Rock Church.

**Job Responsibilities and Duties:**

**Pastoral:**

1. Oversee the spiritual activity and growth of the Rock Church staff and congregation.
2. Coordinate with all ministries to ensure theology is sound and consistent within all ministries of the Rock Church.
3. Perform wide variety of pastoral duties, including but not limited to; funerals, weddings and counseling, as needed.
4. Represent the Equip Ministries when needed in the community, in the church and with the staff.
5. Serve at all weekend services; including, Easter and Christmas services.

**Administrative/Strategic:**

6. Manage ministry leaders, provide direction and ensure the Rock's Governances are being implemented and followed at all levels (including volunteer level).
7. Work in collaboration with the Save, Equip and Send Department Head Pastors, staff and volunteer leaders to ensure communication across all Save, Equip and Send Departments/Ministries.
8. Establish and oversee administrative procedures to meet objectives set in conjunction with the Executive Execution Team.
9. Review the strategic plan, budget and other performance data to measure productivity and goal achievement and to determine areas needing program improvement.
10. Establish and implement policies, goals, objectives and procedures to support the Rock Equip ministries.
11. Analyze internal processes and recommend and implement procedural or policy changes to improve operations.
12. Prepare and review operational reports and schedules to ensure accuracy and efficiency.
13. Monitor ministries to ensure that they efficiently and effectively provide needed services while staying within budgetary limits.
14. Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
15. Research and analyze congregant and community needs to determine program direction and goals.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Senior Pastor.

### **Job Skills and Requirements:**

1. 7 to 10 years of experience in church or para-ministry environment.
2. Degree in Theology and/or MDiv preferred but not required.
3. Demonstrated ability to provide directional leadership.
4. Ability to work well under short deadlines, juggle multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
5. Must be self-motivated and able to take a task or project through completion.
6. Excellent communicator: must be able to articulate clearly both in spoken and written form.
7. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers.
8. Demonstrated ability to research, produce answers and give clear direction.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to communicate clearly. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of consoling individuals in person or over the phone.

### **Employment At-Will:**

All employees of The Rock Church are at-will, as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of The Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date