



Job Description Guide

Title: Associate Pastor of Grace Care

Area: Outreach & Care

Supervisor: Pastor of Outreach & Care

FLSA: Exempt

Job Band: Green

Purpose of the Job

The Associate Pastor of Grace Care oversees pastoral care ministries as central support to all campuses by championing crisis and chronic care management to the community of Grace Church. Grace Church values safe and loving environments along with strategic relationships for people to address brokenness in their lives by seeking God-centered movement in community with others. Ultimately we want our people to feel loved and supported while they move towards healing and wholeness so they can live fully into their destiny in the mission of God.

Essential Job Responsibilities

Oversee Grace Care Ministries at all Campuses:

- Lead systems and methodology providing crisis and chronic care to attenders
- Oversee the Pastor on Call functions to address the urgent care of attenders and walk-in requests at all campuses
- Oversee the selection process for the addition of counselors, psychologists, and coaches for the Grace Care Professional Referral list
- Oversee, develop and cast vision for 180Xchange Recovery Ministry
- Share teaching and facilitation of 180Xchange communities with Director of Recovery Ministries
- Develop key relationships at Grace Campuses with Grace staff and lead volunteers
- Identify volunteers in Grace Care who demonstrate leadership potential and provide opportunities for them to learn and develop through Center for Church Leadership Volunteer Leadership Pathway.
- Develop and shepherd volunteer leaders through our life and soul coaching structures that provide direct shepherding and coaching as central support to all campuses and ministries.

Central Support for Strategic and Crisis Care:

- Develop decentralized central support strategies for individual and family care and enrichment, recovery ministries, and crisis care referrals
- Oversee the funeral and wedding processes at Grace Church
- Build relationships with other local churches, non-profits, therapists and recovery organizations to share resources, and to develop crisis and chronic care better practices.
- Liaison with Preaching Team and Worship Design Team to provide consulting for services dealing with emotional and relational health
- Consult with Pastors and Elders when church discipline is being considered

- Consult with Campus Pastors and their ministry team leaders in developing and implementing enrichment and developmental events and methodology within their groups/teams

Manage Operations of Grace Care Ministry:

- Manage resources of the Grace Care team including oversight of budget and calendar
- Oversee processes, including databases, metrics, formal communications, overall project design, and integration within Grace Church
- Supervise Grace Care Staff team including:
 - Director of Project Management / Grace Care
 - Director of Recovery Ministries
 - Director of Compassionate Care

Pastoral Duties:

- Serve the staff and congregation in Pastor on Call functions
- Participate in rotation for weddings, funerals, and other pastoral functions
- Provide staff pastoral care support

Requirements

- Bachelor's degree in counseling, ministry, or related field desired.
- 5-10 years of progressively responsible ministry experience
- Proven experience in the following areas of skill:
 - Leading and shepherding groups and teams
 - Demonstrated knowledge in pastoral guidance/care/spiritual authority
 - Training, teaching and public speaking
 - Motivating, coaching and supervising others
 - Conflict resolution & soul care
 - Operational ministry management experience

Desired Gifts

- Leadership
- Encouragement
- Shepherding
- Teaching
- Administration