

# Job Description

## *Executive Pastor of Ministries*

Acts 6:1-3, I Corinthians 12:28

All ministers of the Grove City Alliance Church will be of the highest moral, ethical, and spiritual caliber. All pastors will be men of prayer, the word, passionate worship, and fellowship. They shall know the church's vision and purpose and pursue the same in all planning and programming. They shall participate in all prayer and planning sessions with the pastoral staff. They shall discipline themselves in prayer following the guidelines established by the Senior Pastor for weekly, monthly, and quarterly prayer.

### **Administration**

- Staff oversight – office staff, custodial, maintenance, pastoral staff
- Policies and Procedures – guidance and oversight, hiring, firing, reviews
- Legal matters – guiding the church in maintaining legal excellence
- Budget matters – planning, oversight, monitoring, advise
- Governing Board matters – assist the Senior Pastor in preparations, retreats, etc.
- Building and Maintenance – liaison to trustees in matters of physical plant
- New Building matters – head building committee, guidance of all construction

### **Ministry Training**

- Vision and Strategy implementation at the guidance of the Senior Pastor
- Pastoral staff, oversight, guidance, reviews, evaluations, salaries
- Training of elders and shepherds for small groups
- Training deacons, deaconesses, trustees, ushers, greeters, etc.
- Small Group planning, equipping training, recruitment
- Missions Chair, planning, direction, trips, conferences, special speakers, GCFund
- Internship Program, planning, development, supervision, and evaluation

### **Ministry Oversight**

- Sunday infrastructure, announcements, greeters, preparations, volunteers
- Missions Program, conference, speakers, mission trips, promotion
- Small Groups, development, training and oversight
- Church Planting and expansion, satellite locations

#### **To Applicants:**

Please submit your resume via e-mail or regular mail. Include your vital statistics, education, experience, and references. Also, please include your cell phone, if appropriate and an e-mail address where you can be contacted. For further information and to see job descriptions, flow chart, vision and strategy, and an extended questionnaire visit our web site at [www.GroveCityAlliance.org/2008/Executive-Pastor.htm](http://www.GroveCityAlliance.org/2008/Executive-Pastor.htm).

All applications will be reviewed in the order received. Only those applications we consider acceptable will be processed with a follow-up letter, phone call, or e-mail.