



Position Description

Job Title: Area Pastor
Department: Community Life
Reports To: Associate Executive Pastor
FLSA Status: Salary, Exempt

Summary:

God calls us to “shepherd the flock in our care” (1 Peter 5:2). As our church continues to grow, it has become clear that we need to build an infrastructure for community, discipleship, and pastoral care that can meet the needs of congregations spread out over a vast geographical area.

While we will continue to gather on Sunday mornings for worship and teaching, most of our ministry to adults needs to be built out in a model that supports our smaller communities scattered across the city. The area pastor will be responsible as the primary shepherd for people who live in his area. This includes, but is not limited to, launching and supporting community groups, equipping leaders to disciple people in their groups, facilitate groups serving in their area, and ensuring there is pastoral care for the people in their area.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution) needed to navigate the needs and requests of the organization.

Essential Duties and Responsibilities (Other duties may be assigned):

- Creating and executing a strategy to identify and recruit new leaders for their area, working closely with the rest of the Community Groups team. Specific numeric goals may be set seasonally with the rest of the Community Life team.
- Ensure all CG leaders are vetted through a proper onboarding process that includes a background check, in-person interview, and signing a leadership covenant.
- Training, equipping, and empowering community group leaders. This includes, though is not limited to helping create large group training experiences and 1:1 coaching with individual group leaders.
- Provide their CG leaders with the specific tools they need to lead their group. This includes, although is not limited to, curriculum/Bible study methods, training in how

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- to best use Formation Journals and integrate CORE GROUPS, and prayer best practices.
- Partner well with the Communications team to ensure that it is easy for the congregation to get information about groups, and ensure that the language is clear and consistent.
 - As the growth of their area dictates, the AP should develop volunteers who report directly to them and help shepherd sub-groups of CGs. Example- a volunteer coach who supports 10 CGs. If/when the AP raises up coaches, some of their responsibilities will shift from directly supporting CG Leaders to supporting Coaches.
 - Partner with the entire Community Life team to develop pastoral care infrastructure for their specific area. The AP should carry the responsibility that people in their area feel cared for in times of need.
 - Partner with other key staff members to leverage any church-wide men's and women's gatherings to facilitate connection into their community groups.
 - Serve as a Pastor on Sunday mornings. This includes being present to meet or pray with people every Sunday (unless other specific responsibilities such as preaching at another COTC church).
 - Serve in an "all hands on deck" capacity with any Global (meaning applies to all areas) Community Life initiative. This includes, though is not limited to- Stakeholders classes, baptism classes, and Learning Communities.

Additional Requirements Include:

- Model and share COTC vision and beliefs.
- Qualified for spiritual leadership as described in 1 Timothy 3 and Titus 1.
- Practical, healthy communication skills, both written and verbal.
- Gather- Ability to network with and recruit potential leaders.
- Strong listener, as this person needs to be a sounding board and confidant for their CG leaders. Enough experience with participating and leading groups that they can model and lead a healthy group when necessary.
- Problem-solving skills. Group leadership is an art, not a science. CG Leaders will need their AP to help them troubleshoot issues that arise in their group.
- High emotional intelligence, as much of their work, will involve working with complex relational situations.
- Strong theological foundation. They will be representing the church as a pastor to the people in their area.
- Skilled at working cross-departmentally. All ministries that gather at COTC Franklin (kids, students, pastoral care, etc...) will intersect with Community Life.

Supervisory Responsibilities

Volunteers. Begin with approximately 30-40 Community Group leaders and will grow over time.

Essential Job Functions

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture. Incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below are representative of the knowledge, skill, experience, and/or

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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent required; baccalaureate degree preferred.

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.

Physical Requirements:

- Ability to lift or carry up to 20lbs
- Ability to sit for extended periods
- Ability to work at a keyboard and other related equipment
- Ability to move about to accomplish tasks related to role

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