

TIMBERLAKE CHURCH JOB DESCRIPTION

Job Title: Pastor/Director of Care

Level: 30-45 hours a week

Department: Adult Ministries

Reports To: Adult Ministries Pastor

Requirements:

- This person must love God and have a personal relationship with Jesus Christ.
- Have a heart to see people come to know Christ
- Is Wesleyan in theology
- This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Hard worker who is results driven.
- Integrity
- Ability to discern needs and respond appropriately, sensitively and proactively.
- High degree of professionalism

Church DNA

Timberlake church is a grace based Free Methodist church, with a non denominational “feel.” We are committed to both halves of the great commission reaching the lost and discipling the saints. Here is how some of that is lived out:

- We always seek to grow through conversion, that is job one!
- Preaching on the weekend is preaching for life change.
- We believe authentic worship is a transformational experience
- We think church should be exciting
- Positive people are the ones who are allowed to lead
- We are warm to the gifts of the Holy Spirit
- Growth groups are our primary plan for Spiritual Growth and Community
- Our primary mission is for kingdom expansion is through church planting and campus expansion.
- We operate with lean staff
- We seek to raise an army of volunteers for God’s Kingdom purposes.
- We believe that God still works in lives powerfully today as we
 - Say “Yes” to Jesus
 - Take our Next Right Step
 - Expect Life Change

RESPONSIBILITIES

- **Benevolence** - Actively manage benevolence requests, from application to decision.
- **Individual care**- Meet regularly with members of the church for care, coordinate with other staff as needed to do the same.
- **Follow up** – Respond to those in crisis or who reach out for care quickly. Follow up with each individual at least two additional times to check in using a variety of methods (phone call, email, text, hand written card, etc).
- **Referrals** - Refer people to partner Christian counselors based on circumstances/request.
- **Website** - Responsible for content of Care pages on the website.
- **Prayer** - Oversee prayer request follow-up each week on Sunday afternoons.
- **Visitation** - Perform hospital and home visits as needed.
- **New Babies** - Oversee and develop a team of volunteers to prepare and deliver care meals and new baby gift items.

WORK SCHEDULE:

Tuesday through Friday, and Sunday

TERMS OF EMPLOYMENT:

- As a staff person at Timberlake Church, The Care Pastor/Director agrees to abide by all the provisions of the Employee Handbook.
- The Care Pastor/Director position is classified by Timberlake Church as a salary paid position and is exempt from overtime.