

# LIBERTI CHURCH

## POSITION DESCRIPTION



<b>Job Title:</b>	Associate Pastor of Operations and Discipleship
<b>Reports To:</b>	Lead Pastor
<b>Employment Type:</b>	Full-time Regular Employee (45 hours per week)
<b>Length of Assignment:</b>	Ongoing

**Our Mission:** Liberti Church seeks to live, speak and serve as the very presence of Jesus Christ for the Camp Hill region, that together we might enjoy and share the freedom of His Gospel

**Purpose of Position:** To provide operational and discipleship “backbone” to Liberti Church. In collaboration with the elders and staff to make the church’s vision practical and implement it. This position, comprehensively, plays a pivotal role in carrying out the overall mission of Liberti Church.

**Primary Wins:** Excellent implementation of vision for Liberti Church. Staff and ministry leaders equipped and leading with clear vision, direction and support. The ideal candidate would see this role as a place to put down deep roots and serve this congregation with longevity and stability.

### Qualifications

- Acknowledge Jesus Christ as personal Lord and Savior, demonstrating personal maturity and godliness, growing in conformity to the image of Christ
- Biblical qualification to serve as a local church elder as detailed in 1 Timothy 3 and Titus 1
- Proven abilities in leadership, effective decision making, and administration
- Energetic commitment to excellence in ministry, balanced by attention to continued personal spiritual development, family needs, and times of refreshing
- Degree in biblical or theological studies and pastoral ordination (or in pursuit of these)
- Prefer 3+ years of pastoral experience

### General Staff Responsibilities

- Be a committed member of Liberti Church, faithfully fulfilling all of the expectations of an In-Covenant member.
- Give priority to growth in personal relationships: first with the Lord; next with his spouse and children (if applicable); and third with others.
- Model a life of mercy through sharing your own faith and serving others; pursue relationships and share the gospel with people in your workplace, neighborhood and other venues in our region.
- Pursue personal development through fostering Rhythms of Grace and attending strategic conferences and seminars, as possible.
- Accomplish and own responsibilities with diligence and attention to detail.
- Attend and lead all Liberti Church staff meetings.
- Attend Liberti Communion and Acts 29 Network events as often as possible.

### Associate Pastor Responsibilities

- Organizational Leadership
  - Support the lead pastor and staff with effective decision-making, project management, and execution of initiative across multiple areas of the church.
  - Help to shape church and staff culture through healthy presence and effective communication that casts vision, creates unity, and advances the mission
  - Lead church staff meetings, staff development, staff reviews, and staff fun.
  - Oversee onboarding of new staff members, staff reviews, and other human resource functions.
  - In collaboration with the Lead Pastor, coordinate elder meetings, elder fun, and elder retreat.

- Serve as a member of the church's Leadership Team and coordinate Leadership Team meetings.
- Provide pastoral support and serve as elder liaison to the Deacons.
- Build and manage systems to track spiritual growth, leadership development, and congregational care.
- Coordinate annual strategic planning and annual budget process (in collaboration with Finance Team).
- Oversee church policy and procedure development and compliance (emergency, security, GRACE)
- Provide leadership to special projects such as: fundraising, church planting campaigns, etc
- In collaboration with Office Manager, oversee facility lease, operations, maintenance and improvements.
- **Pastoral Leadership**
  - Oversee participation, content and gatherings for **Leader Track** each year
  - Lead the **In-Covenant Class** and process 2-3 times per year.
  - Lead **Liberti 101** 5 times each year and oversee First Time Visitor workflow/process
  - Co-teach/Co-Lead **The Gospel Class** twice a year for kids making professions of faith
  - Oversee **Liberti Institute** offerings and teach classes and seminars as needed
  - Provide structure, content, equipping, and connections for Premarital and Pre-Engagement counseling
  - Preach 4-10 times per year (depending on desire and experience)
  - Administer the sacraments of Baptism and the Lord's Supper
  - Serve in other up-front roles as needed (Liturgy, Prayers of the People, Announcements)
  - Provide a visible and accessible leadership presence during weekend services
- **Direct Oversight of:**
  - Office Manager/Administrator
  - Communications/Operations (independent contractor)
  - Bookkeeper (independent contractor)
  - (potential for added oversight responsibilities in the future)

## Staff Core Values

### Love & Joy

- We strive to love one another as Christ loved us. Our words and actions toward our co-laborers are informed by a self-sacrificial love that is rooted in the Gospel.
- We delight in the work we are called to do as a result of the Holy Spirit's work in and through us.
- We encourage laughter. Mockery and cynicism are unacceptable.
- We know, care and pray for each other's ministry.

### Trust & Humility

- We seek God's agenda, not our own.
- We rely on one another's truthfulness, competence and character, confident that God's character is being formed in each other.
- We assume the best about others and address unhealed relationships, seeking reconciliation without delay.
- We expect open disagreement, but with grace and forbearance, never flippancy.
- We strive to be active listeners, repentance-seekers, and grace-givers.

### Stewardship & Excellence

- With every gift that God has given us, we pursue excellence in the honor and praise of our Creator.
- We take care of money, time, space and goods, using them to achieve our vision.
- We are responsible for each other's vocational and spiritual growth.
- We take ownership for our church and all our staff responsibilities, anticipate what needs to be done without needing to be told, and take initiative to follow through accordingly.

### Accountability & Integrity

- We rely on one another to ensure that our work glorifies God.
- We encourage and welcome clear feedback from others to ensure that our work is in step with the vision of Liberti Church and the Liberti Communion at large.
- We expect all purity of heart, honesty and forthrightness in staff members' actions, not only in the spheres of work and church life, but in their familial and civic lives as well