

## Job Description

# PASTOR OF DISCIPLESHIP AND OPERATIONS

SOJOURN CHURCH J-TOWN

## Mission Connection

The Pastor of Discipleship and Operations leads the mission of Sojourn Church J-Town by acting as an advisor and collaborator with the Lead Pastor in developing the vision and mission of Sojourn J-Town, implementing the strategies necessary to carry out this vision and mission with a particular emphasis on the spiritual growth and development of our church.

## Character and Competencies

- Fulfills the character and qualifications of an elder as outlined in Scripture and Sojourn By-laws.
- Demonstrates commitment to collaborate with staff members, local elders, and other ministry leaders of Sojourn J-Town.
- Strong administrative and organizational skills and gifts, a builder of strategies and systems, focused on details, and capable of managing multiple initiatives.
- Able to receive direction and implement vision.
- Humble with a desire to continually improve the ministry of Sojourn J-Town and the passion to build a long-lasting church.
- Persuasive, sensitive, and capable communicator with a wide spectrum of people.
- High relational skills: the ability to gather team(s), lead, and empower them to an intended goal.
- Demonstrates strong emotional intelligence.
- Active in personal growth and development in the midst of a growing ministry and church.

## Responsibilities

*The responsibilities below are not exhaustive, but rather provide a broad overview of the role in general.*

**Discipleship (Spiritual Formation):** Oversees the spiritual development and formation of our congregation by providing various resources and opportunities to grow.

- Implement the vision for spiritual formation and growth within the church alongside the Lead Pastor.

- Oversee and/or implement the Discipleship Cohort.
- Provide oversight and direction to all groups and classes (the learning and relational spaces of our church), whether they meet on or off-site.
- Preach on Sunday mornings three to six times a year.
- Provide pastoral care for members as needed.

**Organizational Leadership:** In collaboration with the Lead Pastor, give direction to strategic planning, staff meetings, human resources, and staff culture.

- Assist in leading staff meetings.
- Oversee the staff's strategic planning process and implementation.
- Along with the Lead Pastor, oversee staff culture and renewal.
- Oversee all data analysis and implementation.
- Collaborate with the Lead Pastor and Communications Manager on congregational communications and ministry calendars.

**Operational Leadership:** Give oversight to the finances and facilities of the church to ensure the proper integrity and stewardship of the mission of Sojourn J-Town.

- In partnership with the chairman of the Finance team, assist in leading the Finance Team.
- In collaboration with the finance team, oversee the church's budget and financial operating system.
- In collaboration with the finance team, create and oversee the budget process.
- Lead the generosity strategy.
- Oversee the Property Manager.
- Assess and address facility needs, including sourcing and contracting with outside vendors as needed to clean and maintain facilities.

## Reporting and Supervising Roles

Reports to: Lead Pastor

Staff Oversight:

- Communications Manager
- Office Manager
- Connections Assistant
- Property Manager

Volunteer Oversight

- Group Leaders
- Men's Ministry
- Women's Ministry
- Finance Team

## Expectations

- Adhere to the Sojourn Staff Handbook
- Support and fulfill the mission and goals of Sojourn Church J-Town
- Champion the ministry philosophy of Sojourn Church J-Town
- 45+ hours per week

## Classifications

- Category: Full-Time
  - Staff Level: Directional Leader
  - FLSA: Exempt
  - Pay: Salary
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