



# **Pikes Peak Christian Church**

## **Job Description**

**Job Title:** Director of Family & Pastoral Care

**Wage/Hour Status:** Exempt, FT, HRA

**Reports to:** Executive Director

**Salary Range:** \$50 - \$65,000

**Dept/Ministry:** Family & Pastoral Care Ministries

**Starting Salary:** TBD

**Date Revised:** 1-08

### **General Summary:**

Primary senior staff member responsible for creating, promoting, and maintaining an environment at Pikes Peak Christian Church that helps lost people find a saving relationship with Jesus Christ and treasures people by providing tools for healing personal and spiritual wounds, service opportunities to care for and serve the congregation and local community, and safe places for people to grow closer to God, their families, and members of the church.

### **Scope of Responsibility:**

Staff leader responsible for insuring that PPCC is a place that cares for people, integrates them into the church family, desires to serve and care for a hurting community and world, and promotes the love of God and people, spiritual and personal health, and helps PPCC be the best place on earth to work.

### **Decision Making:**

Exercises administrative judgment and assumes responsibility for decisions, consequences, and the results that has an impact on people, costs, ministry and team member performance, and/or quality of service within all functional areas of the Family & Pastoral Care Ministry, across the entire church structure, and with ministry/business partners.

### **Authority:**

Accountable for leading volunteers, ministry leaders, and staff in a God honoring, life giving, and professional manner that is consistent with the guidelines of the church as derived from scripture and approved by the Elders. Also responsible to insure that the staff, volunteers, and congregation abide by all approved financial, spiritual, and human resource policies and guidelines.

### **Communication:**

Communicate with the staff, congregation, ministry partners, and community using clear, concise, and professional vocabulary with God honoring and people treasuring oral and written communication skills.

## **Major Responsibilities and Duties:**

- Provide leadership to all pastoral care and family ministries and insure that they accomplish their ministry goals completely, according to deadlines, and with minimal negative possible impact or risk to the strategic mission objectives of PPCC as assigned by the Elders each ministry year.
- Act as a primary resource for or as a leader of church wide strategic planning initiatives that impact the direction, health, and ability of the church to complete the great commission and achieve its full redemption potential.
- Champion the care and shepherding of the church's staff by leading devotionals, providing a safe place for counseling, and by planning and leading retreats.
- Ensure their portion of the general ledger is maintained accurately for final reporting purposes and in compliance with Generally Accepted Accounting Practices and Standards.
- Prepare detailed budgeting reports to assist leadership in their budgeting goals and processes as well as staffing needs.
- Research, review, and report on special ministry projects, as assigned, during the year.
- Create, implement, maintain, and update a church wide integration model that provides care for visitors, members, and staff.
- Define, communicate, and evaluate job performance of the Family & Pastoral Care Ministry staff and volunteers
- Seeks, accepts, and responds to evaluative feedback from other administrators, peer leaders, served members, and senior leadership to improve performance.
- Take the initiative to become more effective in the management of ministry operations.
- Actively seeks out and participates in professional development activities designed to improve performance of identified issues and areas of personal & professional growth
- Conduct oneself in a grace saturated, professional, high integrity, and ethical manner that is above approach and at peace with all men/women as defined in Romans 12.
- Regularly be open to or seek out opportunities to help other ministry partners in the growth of their ministries and adoption of the best practices of PPCC
- Perform other duties as assigned.

## **Qualifications:**

- Active, growing, and consistent relationship with Jesus Christ that is daily exhibited by the “Fruits of the Spirit” of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control (Galatians 5:22-23) and 2 Peter 1.
- Proven ability to create, evaluate, shepherd, and maintain high performance ministry processes, ministry teams, and individuals
- Appropriate theological, Christian counseling, liberal arts, or business training at least at a Bachelors level, or a Masters or Doctorate level preferred.
- Proven ability to create and present large group presentations to share critical ministry information, teach students, leaders, and volunteers, and communicate the vision and strategic goals of PPCC
- Proven ability to recruit, develop, care for, mentor, and lead volunteers, staff, and peer leaders in a full 360 leadership model
- Strong oral and written communication and organizational skills
- Proficient with a Windows based personal computer and the MS Office Suite
- Previous counseling or pastoral care experience preferred
- Ability to work independently and/or leade in a team environment
- Ability to handle confidential information with professionalism, integrity, and absolute security.
- A teachable, cheerful, servant oriented, and grace filled attitude

## **Physical & Mental Demands:**

- Must be able to sit for long periods of time and type or use a computer mouse.
- Must be able to carry small boxes or bundles weighing approximately 10 lbs or more
- Must be able to participate in church services lasting up to 2 hours in a leadership or support role
- Ability to work under high pressure and time sensitive situations with grace, compassion, and integrity
- Ability to work weekends, holidays, and outside of “normal” business hours