

PART TIME 30 HR

SPIRITUAL ENGAGEMENT PASTOR

Reports to: Creative Arts Pastor
Employee Classification: Pastoral



THE WORK:

- Develop and train leaders and build the community culture at Mosaic
- Provide leadership, vision and training to our Life Groups and Sunday morning Adult Equipping Community Classes
- Works with Creative Arts Pastor to create and implement a wholistic digital ministry strategy. Build and lead teams capable of engaging and discipling MOSAIC's online community. Works with Lead Pastor and Creative Arts Pastor to develop a content and marketing strategy to reach people we are not currently reaching online. Executes the content and marketing strategy through collaboration with other MOSAIC staff, contracted vendors, and a team of volunteers. Identify and implement solutions to create and track engagement on our online platforms.
- Continued on back...

Overview:

This isn't just a job, it's a calling. At Mosaic our staff are risk-taking, spiritual contributors who work hard, honor God with integrity, fight for unity, serve with humility and spread joy with our attitudes. We are mutually broken individuals who find restoration in Christ and are passionate about helping restore our community and the world. Our life and our work are focused around one thing: helping people experience a Jesus centered life!

The Spiritual Engagement Pastor is responsible for identifying and developing Life Group and Adult Equipping Class leaders as well as creating vision and giving leadership to the Digital Discipleship side of the MOSAIC ministry. Discipleship (both in person and digital) is one of the first things this person thinks about when he/she wakes up in the morning, and one of the last things he/she thinks about when their head hits the pillow at night. The Spiritual Engagement Pastor gets to help leaders form and maintain Groups (Life Groups, Online Groups & Sunday morning Adult classes), resourcing individuals and groups with tools for spiritual growth.

THE WORK: (CONT)

- Lives and breathes MOSAIC's online strategy.
- implement, measure, and improve MOSAIC's overall online ministry.
- The Spiritual Engagement Pastor will serve as the 'face for the place.' Everyone that attends any of MOSAIC's online offerings will get to know this person, at least virtually. He/she needs to be spiritually mature and able to communicate well on and off camera. And they need to be passionate about the potential of MOSAIC's online ministry.
- The Spiritual Engagement Pastor needs to be continually testing and innovating to see what's working and what's not and able to make needed adjustments quickly and effectively.
- He/she must be a leader of leaders. They will need to be able to work with a team of volunteers. And they will need to be a great manager of people, budgets, and ideas. Much of MOSAIC's online strategy will rise and fall on their ability to innovate, motivate, and minister.
- The Spiritual Engagement Pastor will serve as the person who is responsible for connecting and engaging with everyone involved with your MOSAIC's online ministry.
- The role of the Spiritual Engagement Pastor is to answer all the questions about how to connect the person online with real and substantial spiritual growth opportunities. They turn 'clicks and views' into discipleship opportunities.
- The Spiritual Engagement Pastor asks a LOT of questions:
 - WHO? (Who is online? What is their name? Where do they live? How did they find us?)
 - WHAT? (What are they looking for? Where are they on their spiritual journey? What questions do they have?)
 - WHEN? (When is the best day and time of the week to engage with them?)
 - WHERE? (Where is the best way to connect with them online? Facebook? Instagram? Other social media? Livestreams? Zoom calls? Instant messaging? Phone calls? Are they connecting on their phone, computer, or TV?)
 - HOW? How do we engage this person in a discipleship journey? How do we get them plugged-in with other believers? How can we connect with them personally even though we may never meet? How do we make sure this person feels valued and loved? How do we provide an opportunity for this person to serve in some way?)
- The Spiritual Engagement Pastor will work closely with the Worship Pastor to ensure that goals and objectives meet expectations. He/she is an 'equipper' rather than a 'doer; a strategic leader that empowers others to care for, encourage and disciple others. It is not their responsibility to be the person that does all of that engagement. He/she will need to recruit, train, and work with a great group of key volunteers who share a passion for online ministry.
- The Spiritual Engagement Pastor regularly gathers and shares stories of life change. Just like in-person ministry, MOSAIC's online effectiveness will be best communicated through changed lives. This person needs to be spiritually mature and have the ability to plot out MOSAIC's unique online discipleship strategy. They will need to engage both spiritual seekers and more mature believers with a path toward connection and maturity.

10 HR

CEO

(CHIEF ENCOURAGEMENT OFFICER)

Reports to: Connections Assistant
Employee Classification: Support Staff



THE WORK:

Overview:

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The CEO (Chief Encouragement Officer) is responsible for identifying and developing ways to encourage our congregation, staff and community.

- Write & mail 12 notes of encouragement each week to congregants
- Help KIDMO directors as needed with prep projects
- Help Office Manager as needed with miscellaneous projects
- Provide levity in office by sharing one excellent joke per week with staff. Original or found is ok.
- Stay Flexible as new ministry opportunities present themselves

FULL TIME

NEXTGEN PASTOR

Reports to: Executive Pastor
Employee Classification: Pastoral



THE WORK:

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The NextGen Pastor is responsible for identifying and developing Middle School, High School and Young Adult leaders, helping these leaders form and maintain meaningful and influential relationships with students. The NextGen Pastor has the privilege of developing the vision, strategy and programming used for helping students experience a Jesus centered life.

- Develop and train leaders and build the Student Ministry and Young Adult culture at The Rock
- Provide high level supervision to all Kids Ministry Staff
- Provide leadership, vision and training to all MS, HS & YA Leaders
- Create environments that students find irresistible and cultivate relationship building and spiritual growth
- Responsible for the effectiveness and measurable outcomes for all of The Rock Middle School, High School & Young adult ministries.
- Preach 3-5 times per year as requested by the Lead Pastor

10 HRS

WOMANS DIRECTOR

Reports to: Executive Pastor
Employee Classification: Ministry Director



THE WORK:

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The Womens Ministry Director is responsible for identifying and developing leaders, helping these leaders form and maintain meaningful and influential relationships with woman. The Womens Ministry Director has the privilege of developing the vision, strategy and programming used for helping the Woman of The Rock experience a Jesus centered life.

- Develop and train leaders and build the Woman's Ministry culture at The Rock
- Provide leadership, vision and training to all Woman's Ministry Leaders
- Create environments, programs and opportunities that woman find irresistible and cultivate relationships and spiritual growth
- Responsible for the effectiveness and measurable outcomes for all of The Rock Woman's ministries.

15 HRS

CONNECTIONS DIRECTOR

Reports to: Executive Pastor

Employee Classification: Ministry Director



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The Connections Director is responsible for identifying and developing leaders and then helping these leaders form and maintain meaningful and influential relationships with Guests. The Connections Director has the privilege of developing the vision, and strategy used for making Mosaic the most warm and inviting place a person can visit during the week!

- Develop and train leaders and build a culture of hospitality at Mosaic
- Provide leadership, vision and training to all Connection Ministry Volunteers
- Create lobby environments, that guests find irresistible and cultivate relationships and connection for the Mosaic family
- Responsible for the effectiveness and measurable outcomes for creating pathways of assimilation

15 HRS

CONNECTIONS ASSISTANT

Reports to: Connections Director
Employee Classification: Support Staff



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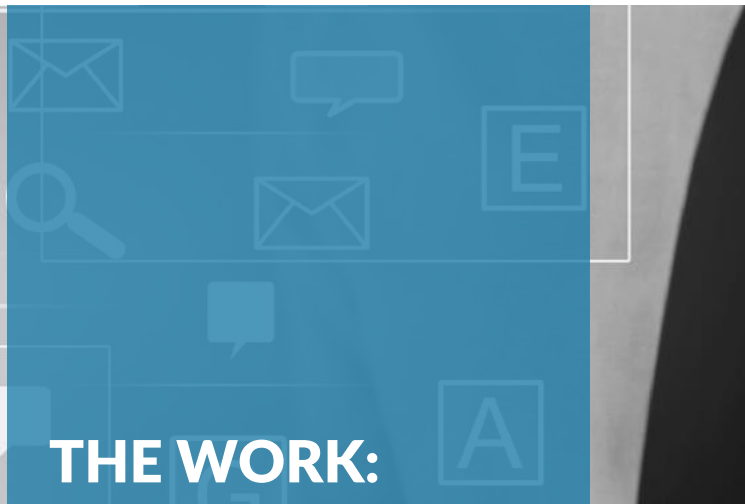
The Connections Assistant is responsible for helping support the Connections Director and team that creates environments and pathways for people to engage at Mosaic. The Connections Assistant will assist in helping the team move towards our goal of creating a warm, welcoming environment where guests feel overwhelmed with the love of Jesus Christ.

- Manage and maintain projects and systems with new guest engagement
- Coordinate and manage Connections volunteer scheduling and logistics (e.g., greeters, communion, offering, coffee team etc.)
- Provide communication and help assist with systems that serve our volunteers and make serving at Mosaic a life-giving experience
- Assist with various projects

5 HRS

WEBSITE SPECIALIST

Reports to: Communications Director
Employee Classification: Support Staff



THE WORK:

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The Website Specialist is responsible for ensuring that the Mosaic website is always functioning . As our website is often the very first impression a person will have of our church, it is essential that the website is clean, fresh, attractive, easy to navigate and meaningful at all times. This critical role is essential in relating the Mosaic culture to our broken world that is in search for a place to belong. Our website is often a persons first stop on their way to Jesus centeredness and our Website Specialist gets to open that front door!

- Website Development
- Weekly Website Maintenance
- Prompt website updates as needed
- Contributes to our online presence through our various social media accounts.

25 HRS

CREATIVE ENGAGEMENT ASSISTANT

Reports to: Creative Arts Pastor
Employee Classification: Support Staff



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The Creative Engagement Assistant is responsible for executing the vision of the Creative Arts Pastor and Lead Pastor in the areas of communication. The Creative Engagement Assistant also provides support to the Spiritual Engagement Pastor. The Creative Engagement Assistant ensures systems and channels of communication are always functioning at 100%. As our online presence is often the very first impression a person will have of our church, it is essential that the message is always clean, fresh, attractive, easy to navigate and meaningful at all times. This critical role is essential in relating the Mosaic culture to our broken world that is in search for a place to belong. Our digital and print communications are often a persons first touch point on their way towards our church and Jesus centeredness and our Creative Engagement Assistant gets to help open that front door!

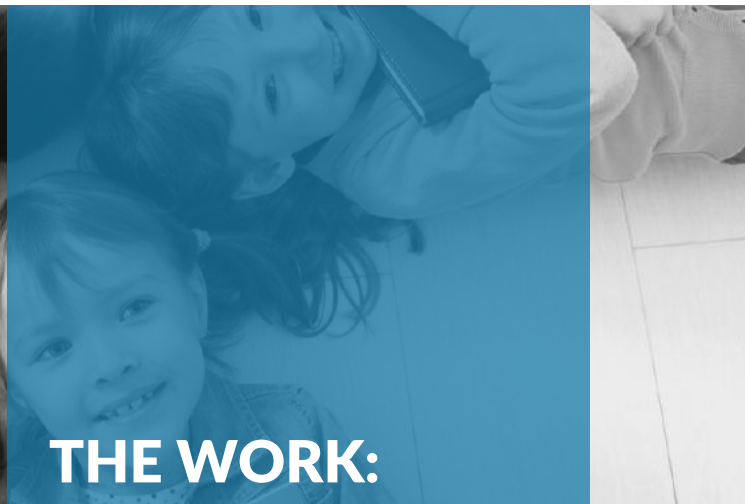
THE WORK:

- Maintain and create engaging social media posts. (3 hr/wk)
- Staff Meetings/Production Meetings (3hr/wk)
- Write, Film, & Edit weekly announcement video with excellence (3 hr/wk)
- Prepare and draft midweek video/email (2 hr/wk)
- Prepare and draft weekly Digital Bulletin "The Weekly" (.5hr/wk)
- Coordinate with CMS weekly (1 hr/wk)
- Provide Support to the Spiritual Engagement Pastor (5 hr/wk)
 - Maintaining database for Life Groups & Equipping Classes
 - Promoting Life Groups & Equipping Classes
 - Keeping Life Group & Equipping webpages up to date
- Miscellaneous Projects (7.5 hr/wk)
 - App updates and push notifications as needed
 - Photography
 - Create & Maintain Signage
 - Event Promotion
 - Sermon Series Bumper Videos
 - MOSAIC Swag
 - Creative contributions to Sunday

25 HRS

EARLY CHILDHOOD DIRECTOR

Reports to: Next Gen Pastor
Employee Classification: Ministry Director



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The Early Childhood Director is responsible for identifying and developing leaders and then helping these leaders form and maintain meaningful and influential relationships with kids and parents. The Early Childhood Director has the privilege of developing the vision and strategy used for making Mosaic the most fun, warm, safe and inviting place a kids can visit during the week! Creating a Nursery and preschool environment that parents and kids alike find irresistible is priority #1!

THE WORK:

- Identify, Recruit, train and develop high capacity volunteer leaders
- Provide vision, passion and direction that furthers the cause and culture of Mosaic in every decision you make for our Early Childhood department.
- Create fun, incredibly safe and age appropriate environments that kids find irresistible and cultivate relationship building and spiritual growth
- Responsible for the effectiveness and measurable outcomes for all of Mosaic's Nursery and Preschool ministries.

25 HRS

ELEMENTARY DIRECTOR

Reports to: Next Gen Pastor

Employee Classification: Ministry Director



THE WORK:

Overview:

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The Elementary Director is responsible for identifying and developing leaders and then helping these leaders form and maintain meaningful and influential relationships with kids and parents. The Elementary Director has the privilege of developing the vision, and strategy used for making Mosaic the most fun, warm, safe and inviting place a kids can visit during the week! Creating a Elementary environment that parents and kids alike find irresistible is priority #1!

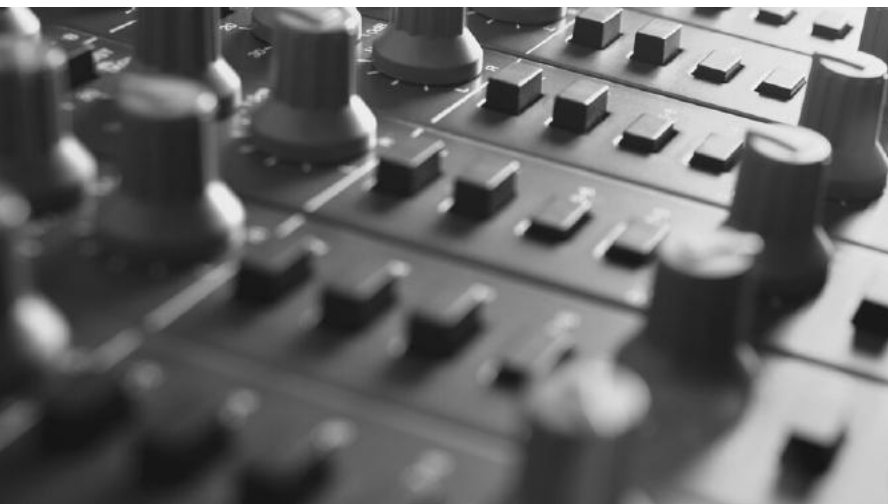
- Identify, Recruit, train and develop high capacity volunteer leaders
- Provide vision, passion and direction that furthers the cause and culture of Mosaic in every decision you make for our Elementary department.
- Create fun, safe and age appropriate environments that kids find irresistible and cultivate relationship building and spiritual growth
- Responsible for the effectiveness and measurable outcomes for all of Mosaic's Elementary ministries.

FULL TIME

WEEKEND PRODUCER

Reports to: Creative Arts Pastor

Employee Classification: Support Staff



THE WORK:

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The Weekend Producer is responsible for serving in all facets of technical production on the Mosaic campus by recruiting and equipping volunteers for service and ensuring that the technological aspects of the church are adequate to allow every ministry to function effectively. Creating a professional, high quality Sunday morning experience that enhances (not distracts from) the worship, is the most important job of our Weekend Producer.

- Maintains all audio, video, and lighting technical systems throughout the facility.
- Leads our Tech Team in audio, video, lighting equipment, and presentation software to create an irresistible Sunday Service both in person and online.
- Responsible for the programming, production of Sunday services (in person and online), online content, rehearsals, and other special events.
- Provides maintenance, storage, and scheduling of repairs for all technical equipment.
- Works with Creative Arts Pastor to create and implement stage design and tech changes in collaboration with other employees and our volunteer team.
- Website Development Weekly Website Maintenance and updates as needed
- Works with our to our online presence through our various social media accounts.

FULL TIME

OFFICE MANAGER

Reports to: Executive Pastor

Employee Classification: Support Staff



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The Office Manager is responsible for identifying and developing systems that help create a productive, inviting and fun work environment for our entire church staff. The Office Manager has the privilege of creating a over the top, welcoming and warm experience for our mid week guests that visit us in the office.

THE WORK:

- Identify, recruit, train and develop and high capacity volunteer to serve in the office during the work week
- Ensure that front desk is staffed at all times during all business hours. Ensure that this front desk environment is clean, inviting and welcoming to all guests.
- Master the use of and Manage the CCB Database and train others in this area.
- Manage and maintain all office needs. (Supplies, copiers etc.)
- Provide Ministry support directly to the Lead Pastor, Creative Arts Pastor and Executive Pastor and other pastors as needed.

20HRS

EXECUTIVE ASSISTANT TO LEAD PASTOR

Reports to: Lead Pastor

Employee Classification: Support Staff



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The Executive Assistant to the Lead Pastor is responsible for identifying and developing systems that help create a productive work environment for our Lead Pastor. The Executive Assistant to the Lead Pastor has the privilege of serving as the executive, confidential and trusted assistant to the Lead Pastor. This person provides high-level support to the Lead Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, congregational members and the community.

THE WORK:

- Answers telephone calls directed to the Lead Pastor and screens calls as appropriate.
- Serves as gatekeeper to the Lead Pastor, while ensuring people are helped/served in a friendly and Christ-centered manner.
- Reviews and prioritizes telephone messages for the Lead Pastor.
- Makes telephone calls for the Lead Pastor, as directed.
- May represent the Lead Pastor at meetings.
- Maintains Lead Pastor's appointment calendar, as needed.

-Continued on back

THE WORK: (CONT)

- Makes appointments for the Lead Pastor, while redirecting those appointments that can be appropriately handled by another staff member.
- Enters meetings, conferences, society and community engagements, and church-wide activities onto the calendar at the Lead Pastor's request.
- Provides the Lead Pastor with updated daily, weekly, monthly and yearly calendars.
- Handles travel plans and preparation for preaching, speaking and ministry engagements.
- Assists with meeting preparation
- Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the Lead Pastor.
- Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner.
- Maintains the Lead Pastor's files
- Maintains various types of files and databases for the Lead Pastor
- Performs administrative duties for the Lead Pastor and church
- Reviews and/or drafts the Lead Pastor's correspondence and answers mail and/or composes letters, as directed.
- Types ministry and church-related correspondence, reports, minutes, etc.
- Be responsible for heavy calendar management and coordination, requiring interaction with persons both internal and external.
- Takes initiative for new and special projects, as requested by the Lead Pastor.
- Represents the Lead Pastor in dealing with members of the congregation, churches, and the community at large, as required.
- Occasional work on Saturdays/Sundays required.
- May run errands for the Lead Pastor as needed.

10HRS

CFO

Reports to: Executive Pastor
Employee Classification: Executive Staff



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The CFO is responsible for identifying and developing systems that help create a productive and prudent process for meeting Mosaic's financial obligations. While serving on the Mosaic Leadership Team our CFO has the privilege of helping us steward and fund the vision God has given us. This position is responsible for the business and administrative affairs of the Church. Finding creative solutions that still maintain our solvency is the highest call for our CFO.

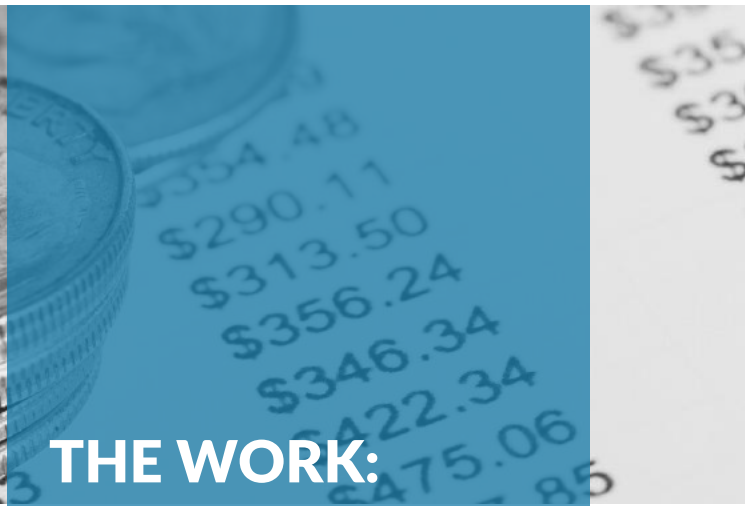
- Oversight with training Karen (budget, P&L, Revenue, cuts? (2 hours)
- Check Approvals (.5 hours)
- Check Signing (.5 hours)
- Train Karen on Financial Management (2 hours)
- Lead Team and Elder Moderator (2 hours)
- Other Meetings (Lead Team, Leadership, Ministry, etc.) (2 hours)
- Audit Assistance (Seasonal)
- Building and Tech Assistance (1 hour)

30HRS

DIRECTOR OF FINANCE

Reports to: CFO

Employee Classification: Executive Staff



THE WORK:

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The Director of Finance is responsible for identifying and developing systems that help create a productive and prudent process for meeting Mosaic's financial obligations. While serving on the Mosaic Leadership Team our Director of Finance has the privilege of helping us steward and fund the vision God has given us. This position is responsible for the business and administrative affairs of the Church. Finding creative solutions that still maintain our solvency is the highest call for our Director of Finance.

- Official Oversight of all Financials
- QuickBooks (all things)
- Reporting
- Payables and Check Writing
- Receivables
- Matching donations (CCB) to QuickBooks
- Payroll (not Time Management)
- Training from CFO for Financial Decision Leadership
- Audit Oversight (Seasonal)
- Account Reconciliation
- Designated Giving
- Perform other duties assigned by the CFO

15HRS

FINANCE COORDINATOR

Reports to: Director of Finance
Employee Classification: Support Staff



THE WORK:

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The Finance Coordinator is responsible for identifying and developing systems that help support a productive and prudent process for meeting Mosaic's financial obligations under the guidance of our Director of Finance. The Finance Coordinator has the privilege of helping us steward and fund the vision God has given us. This position is responsible for supporting the Director of Finance as they lead the business and administrative affairs of the Church. Discretion, integrity and positive attitude are of the utmost importance for our Finance Coordinator!

- Donor Management
- ADP Time Management for
- Payroll
- Benefits
- Credit Card Reconciliation
- Meetings
- Perform other duties assigned by the Director of Finance