



Ministry Description

Intern Director of Pastoral Care, Mountain City Church

Principal Function:

The Intern Director of Pastoral Care is responsible for directing and coordinating efforts to ensure all people at MTN City are cared for while part of MTN City. This includes recruiting, developing and equipping people to lead in a variety of levels and roles within their purpose and giftings in the groups and care structure as well as recruiting, equipping and developing new and competent leaders. Responsible to lead the staff pastoral care team.

Working Relationships: Directly accountable to the Senior Director of Spiritual Development

Responsibilities:

1. Vision, Values and Standards:

- Maintain and facilitate a professional environment which is based in the shared belief in the mission, vision, and values of MTN City. Encourage, motivate, challenge, and lead staff to develop their greatest potential in their respective positions.
- Uphold and live out the strategy of Capture, Inspire, and Equip.
- Be able to execute the vision of the Lead Pastor, especially in Care.

2. Leadership:

- Develop, implement and oversee infrastructure and strategies for ongoing equipping and growth of Care team, including the weekend as primary place to connect with members.
- Recruit, interview, train and mentor leaders.
- Provide pastoral leadership overall for Care leaders and members as needed; plan regular meetings and coordinate celebrations of team accomplishments.
- Oversee and manage Care data administration in church database.
- Oversee Groups visits throughout semester, equipping HUB leader and coaches.
- Oversees the Pastoral Care Team Coordinator.

3. Training and Support

- Coordinate with leaders the on-boarding requirements for Care leadership and ensure they attend Front Door to become a member. Interview and communicate with anyone who has completed their Membership to be on the Care team.
- Resource all teams with necessary scheduling, communication & leadership tools to include Care directory, database, website or any other means.

4. Communication:

- Coordinate all communication from MTN city to Care Team members.
- Attend Front Door as needed to cast vision for the Care Team.

5. Metrics:

- Oversee accuracy of metrics and information tracking Care.

- Research best practices and collect data from churches MTN City is benchmarking (Northpoint, Church of the Highlands, Life.Church, etc)

6. Event Management:

- Lead the planning, organization and coordination of HUB events.
- Ensure the Experiences Team has all necessary information to assist in communicating and advertising any Care events.
- Ensure the Care team are managing and coordinating non-weekend essential events including, but not limited to, Camps and Retreats, Concerts, Conferences, Weddings, Funerals, Group Meetings, etc.

Position Requirements:

- Demonstrates Character, Competency, Chemistry and Commitment while modeling the virtues of an Ideal Team Player – Humble, Hungry, Smart.
- Modeling and championing the Mission, Vision, Values and Standards of MTN City Church.
- Being a tithing, Member in good standing at MTN City Church.
- Attendance at a weekend service and participation in a Group.
- Obeying the MTN City Church Staff Policies & Procedures.
- Respond to email, phone call, and text messages in a timely fashion.
- Any additional requirements set by the Direct Report.

Measurements:

The Intern Director of Care will be evaluated by the following quantifiable measurements:

- All Care dashboard metrics including but not limited to:
 - Care Team positions filled by semester.
 - Total number of Care Teams.
 - Total number of people Cared for each semester
 - Number of funerals and weddings.
 - Number and frequency of Pastoral Care visits.
- Communicating the standards and processes between Care and other departments.
- Building and maintaining relationships that are needed to support and execute team goals.
- Planning and stewardship of Ministry Budgets and Resources.

I have read the above job description and agree to fulfill the above-mentioned responsibilities and requirements.

Signature

Date