



## Job Description | Associate Pastor TG or Director of Ministry Operations

**Job Summary:** The Associate Pastor or Director of Ministry Operations will work in concert with the Tower Grove Lead Pastor and staff to ensure the execution of strategic priorities and will be responsible for project managing events, initiatives, and strategies in correspondence with the Journey Tower Grove's vision, mission, core values, and strategic priorities.

This role is also responsible for leading all efforts to bring people into the body of Tower Grove by managing the processes by which people get connected— moving them from attendee to membership (discipleship). This role also is key in developing and managing processes for volunteer recruitment, training, and retention.

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### Core Competencies & Qualifications:

The individual in this position must possess the following skills, abilities, and attitudes in order to perform this position:

#### Core Competencies:

- Working with People
- Hospitality and Team-building skills
- Leading and Supervising
- Adapting and Responding to change
- Persuading and Influencing Others
- Organizational and Administrative skills
- Formulating Strategies and Concepts
- Learning and Researching
- Project Management

#### Qualifications:

- Fulfills Tower Grove's membership requirements as outlined in the membership covenant
  - Fulfills the character qualifications and duties of Deacon as taught in Scriptures (1 Tim. 3:-13)
  - Embodies the core values of The Journey
  - Competent in interpersonal relationships, trust-building, and leadership development
  - Ability to develop and strategically implement the vision
  - Possess effective leadership, organizational, and planning skills with both large and small groups, including the recruitment, development, and retention of volunteers.
  - Spiritual Gifting: Administration, Shepherding/Encouragement, Discernment/Wisdom, Hospitality
  - Ability to work with people of diverse temperaments, gifts, passions, and backgrounds
  - Excellent written and verbal communication skills
  - Excellent organizational and administrative skills
  - Teachable spirit and actively seek and receive feedback
  - Ability to lead multiple areas of ministry and coordinate volunteers
  - Ability to multiply, equip and empower others for ministry
  - Ability to work independently and be a self-starter
  - **If a Pastor;** must fulfill the character qualifications of an Elder as taught in the Scriptures (1 Tim 3:8-13)
  - Demonstrated pastoral presence and shepherd's heart for the congregation
  - Affinity and ability to preach/teach, as needed
  - Ability and desire to provide Biblical counsel and care to hurting people
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**Duties & Responsibilities:****Oversee Church Events, Initiatives, and Operations**

- Collaborate with the Lead Pastor to develop strategies, communications, and priorities
- Collaboration with the Lead Pastor and Worship Leader towards weekend planning and services
- Oversee the execution of strategic initiatives and priorities
- Coordinate and project manage church and community events as needed
- Oversee all ministry operations, including contracts and contractors
- Be responsible for communication and follow up with all Ministry Support Teams and take the lead role in both assessing and executing plans to improve operations
- Supervise the church administrator and their execution of communication, operational, and support needs
- Collaborate with the church administrator to ensure the execution and effectiveness of communication systems and strategies
- Oversees Tower Grove's discipleship pathway
- And, other duties as assigned, by the Lead Pastor.

**Provide Guidance & Support on Strategic Ministry Planning**

- Representation of the Lead Pastor in assigned settings when he can't be present
- Provide ongoing guidance and strategic direction for ministry challenges and questions with the Tower Grove staff team
- Develop ongoing systems, processes, and practices that enable ministry execution across the church
- Establish metrics that identify and evaluate the effectiveness of ministry execution across Tower Grove ministries

**Volunteer Oversight:**

- Identify, train, develop and oversee Front of House volunteer teams
- Recruit and oversee events team volunteers for church-wide events
- Assist other TG ministry leaders with the development of their teams as needed

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**Status:** Full-Time, exempt

**Schedule:** 5 days/weeks

**Hours:** 40+ hours/week

**Benefits:** Health Insurance; 403b, Life Insurance; LTD; PTO; cell phone reimbursement

**Reports to:** Tower Grove Lead Pastor

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