

Responsible to: Executive Pastor of Ministries

Status: Full-time, Salary

General Position Overview: To serve God at Whittier Area Community Church by leading the Go and Serve Ministries and mobilizing the church body to join God in kingdom work at WACC, in the local community, and around the world.

Ministry Responsibilities:

Local Engagement Leadership

- Shepherd, lead, and encourage WACC's Local Engagement team including staff and volunteers. Meet regularly to determine and implement effective methods to mobilize the church and establish short and long term local partnerships with engagement opportunities.
- Work with the Local Engagement Coordinator to assess the needs of community organizations and remove barriers for the church to serve locally.
- Oversee event coordination throughout the year in partnership with volunteer leaders and community partners to serve the vulnerable.
- Support the Coordinator of Local Engagement in recruiting project leaders, developing teams, and overseeing Whittier Area Community Church's annual community serving campaign (Serve Weekend, Love Whittier, 31 Days of Serving the Community, Go Serve Love, etc.).
- Connect with churches in the Whittier Area, inviting partnership and collaboration in local serve efforts.

Global Engagement Leadership

- Develop, promote, and maintain a strong, ongoing, well-balanced global missions program in the church
- Join and oversee the Missions Administrative Team (MAT) in carrying out its responsibilities and in an evaluation of the WACC missions policy and program. MAT responsibilities include:
 - Serving as liaison between WACC and its Global Partners
 - Encouraging WACC attendees to become involved in Global Missions efforts

- Recommending support levels for new and continuing Global Partners
- Promoting Global Investing within the church
- Developing an annual Global Missions budget to be presented to the Church and its Board
- Supervising and evaluating the allocation and expenditure of Global Missions funds in relation to the priorities and objectives of the WACC Global Missions program
- Reviewing the effectiveness of the supported Global Partners work in the field
- Maintain regular contact with WACC's global partners on-field and on home assignment to provide care throughout their missionary journey- from pre-acceptance to permanently returning to the U.S., visit them on the field when possible, assist with re-entry and on-field transitions, review needs, and interact as an advocate with sending organizations when needed.
- Develop and oversee new global partner candidates' preparation for the field.
- Shepherd WACC's Congregation to have God's heart for the world
- Work closely with the Coordinator of Global Engagement to oversee Short Term Missions
- In collaboration with the Global Engagement Coordinator, plan and manage any additional short term mission events, such as the short-term missions offering/commissioning and an annual short term missions fundraiser/sharing night.

Go and Serve Leadership

- Work with the Director of Assimilation to develop strategies to help the congregation better understand the concept of missional living and their spiritual gifts and passion: help match their passion with needs in the church, community, and around the world.
- In collaboration with the Grow Team, find strategies to engage Grow Groups in serving opportunities at WACC, in the community, and around the world.
- Supervise the other Go and Serve staff members in performing their duties and establishing goals in support of WACC's Go and Serve Ministries
- Oversee the execution of the volunteer intake and onboarding process.
- Collaborate with church leaders to effectively implement the volunteer process and maximize serve opportunities as part of the discipleship process.

- Lead the implementation of a communication plan for Go and Serve, including social media, print, web, and requests for story videos and announcements.
- Keep abreast of current trends in church mobilization, and Global Missions, and Local Engagement through reading, interfacing with others involved in similar work, and attending conferences.
- Lead the Go and Serve Team members to utilize Ministry Platform to calendar and advertise all events, record attendance, and maintain accurate information.
- Maintain accurate information on the Serve at WACC, Local Engagement, and Global Engagement WACC web pages.
- Follow through effectively, in a timely manner, in all administrative and leadership responsibilities.
- Other duties as assigned.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Strong customer service skill set: excellent phone, email, and personal etiquette as evidenced by a diplomatic, caring personality
- Flexible, self-directed; able to take initiative, direction and correction
- Experience as both an effective team leader and teammate in prior ministry experience
- Sufficient mission field experience to provide a mature understanding of overseas and cross-cultural missions.
- A personal passion for and mature understanding of outreach to the poor, marginalized and forgotten

- Strong attention to detail and strength in managing several ministry efforts operating simultaneously
- Strong interpersonal skills working with staff and volunteers.
- Strong oral and written communication skills
- Strong computer skills: especially in G-Suite, Word, and Excel, and a willingness to learn other graphics programs.
- Excellent phone, email, and personal etiquette, as evidenced by a diplomatic, caring personality.
- Ability to prioritize and multitask, using effective time management skills in a fast-paced environment.
- Hold confidentiality as a high priority in all situations.

Working Church Staff and Volunteer Relationships:

- Report directly to the Executive Pastor of Ministries
- Intentionally develop and implement short-range and long-range professional development goals and opportunities for volunteers and interns assisting in ministry-related responsibilities
- Develop and be responsible for meetings with volunteers and staff
- Work in partnership on the Go & Serve Team
- Participate in meetings, events, worship services, retreats, and conferences as requested by Supervisor, the Executive Pastor of Ministry and/or the Senior Pastor
- Participate in “all in” church staff events to the level that is appropriate for a full-time employee
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.



JOB DESCRIPTION:
Interim Pastor of Go and Serve

- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a full-time, salaried position.

I have read and agree to carry out the responsibilities, programs, and policies to the best of my abilities:

Signed: _____ Date: _____

Supervisor Approval: _____ Date: _____