



## Ministry Position Profile

<b>1</b>	<b>Position Attributes</b>
<b>Title</b>	Pastor of Ministry Support
<b>Date</b>	November 16, 2022
<b>Portfolio</b>	Ministry Support and Operations
<b>Reports to</b>	Lead Pastor
<b>Direct Reports</b>	Financial Administrator, Facilities Director, Office Administrator, and any other Ministry Team Leads as determined by the Lead Pastor

<b>2</b>	<b>Ministry Context</b>
<p>RockPointe Church (RPC) is a multi-site church located in Calgary, AB. Currently, RPC gathers each weekend at 4 services across three sites located in west Calgary. In addition, RockPointe Intercultural has a thriving presence in northeast Calgary serving many new Canadians with weekend gatherings and a variety of ministry endeavors. As people gather in homes each weekend, Missional Communities are also a vibrant part of how RPC is seeking to reach our city.</p>	

<b>3</b>	<b>Position Summary</b>
<p>The Pastor of Ministry Support works closely with the Lead Pastor, Site Pastors, and Ministry Leads to evaluate current ministry realities and to develop and implement new ministry and reporting structures that serve to engage all staff and congregants in pursuing living like Jesus lives and loving like Jesus loves. The Pastor of Ministry Support works to provide leadership and management of the operations, facilities, finance, and administration teams by working with each area's designated leader. The Pastor of Ministry Support works to provide leadership and management of RPC's IT and Human Resources needs.</p> <p>Working in a multi-disciplinary context, the Pastor of Ministry Support will work collaboratively with staff and lay leaders to fulfill the core responsibilities of this role.</p>	

4	<h2 style="text-align: center;">Core Responsibilities</h2>
55%	<p><b>Ministry Support</b></p> <ul style="list-style-type: none"> <li>● Work with the Lead Pastor to ensure an effectively staffed team of direct and indirect reports, working in an environment characterized by open communication, relational connection, collaboration, mutual submission, sense of team, and coaching/mentoring/equipping relationships.</li> <li>● Provide leadership that moves RPC toward a collaborative leadership structure that engages an increasing number of staff and congregants in achieving God’s call on our lives.</li> <li>● Engage in frequent and timely open communication with the Lead Pastor and other affected roles to ensure that they are fully informed about all significant developments and needs.</li> <li>● Work with other Ministry Leads to develop a model for Ministry Action Plans that facilitates the creation and execution of strategies that achieve the overall objectives, mission, vision, and values of the church to fulfill the Directional Plan.</li> <li>● Oversee the collaborative development of integrated Ministry Action Plans that honor the uniqueness of each site/expression/ministry while fostering collaboration across and between ministries, sites, and expressions.</li> <li>● Provide leadership and oversight of the assigned areas of responsibility, ensuring all responsibilities are carried out in a timely and effective manner in accordance with generally accepted good business practices.</li> <li>● Additional ministry opportunities may be assigned to this position depending on the unique gifting and experience of the successful candidate.</li> <li>● Serve the church by coordinating your unique gifts, abilities and passions with those of our existing staff and lay leaders to meet RockPointe's diverse ministry needs and opportunities.</li> <li>● The Pastor of Ministry Support is the primary backup for the Lead Pastor when the Lead Pastor is unable to fulfill their duties for any reason</li> </ul>
10%	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Oversee financial systems and reporting including revenue, expenditures, accounts payable, accounts receivable, segregated accounts, purchasing, and payroll</li> <li>● Ensure effective operation of a Finance Team that is mandated to provide direction to the Financial Administration Department on Financial Policy and general fiduciary responsibilities in keeping with our status as a charitable organization</li> <li>● Oversee the establishment and operation of a financial stewardship model including appropriate budgetary controls, compliance with legislated reporting requirements, and a financial discipleship model</li> <li>● Ensure development, updating and implementation of an effective financial policy manual</li> <li>● Oversee the maintenance of all donor and donation information including accurate recording of all donor information and donations on a weekly basis; preparing charitable receipts at year-end under the direction of the Church Treasurer; and, regular reporting to all donors</li> </ul>
5%	<p><b>Property Management</b></p> <ul style="list-style-type: none"> <li>● To oversee the efficient and effective operations of all RockPointe Church facilities and properties. This includes the delivery of all custodial services as well as the setup of the facilities to support efficiency and effectiveness in church ministries</li> </ul>

	<ul style="list-style-type: none"> <li>● Oversee the administration and execution of the Capital Reserve Replacement Fund in accordance with existing policy, working with the Property Stewardship Team, the Facilities Director and the technical team to ensure timely and effective maintenance and repair of facilities and equipment.</li> <li>● Oversee the development and implementation of short- and long-term plans to meet RockPointe's future ministry facility needs at existing sites and at future extension sites (including both rental and acquired properties).</li> <li>● Oversee all construction changes to RockPointe facilities and properties for projects estimated at less than \$100,000. Projects above this threshold will be referred to the Property Stewardship Team for oversight with Board of Elders guidance.</li> <li>● Serve as a member of the Property Stewardship Team</li> </ul>
15%	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>● Oversee Human Resource systems for all personnel, including organization chart, staffing plan, compensation model, performance review plan, and ministry position descriptions in compliance with current best practices and applicable labour law</li> <li>● Oversee the development of a strategic staffing plan that recognizes the roles of both paid and lay leader staff</li> <li>● Ensure the ongoing development and implementation of RockPointe's Personnel Policy</li> <li>● Oversee the development of a program for ongoing leadership development at RockPointe including an emphasis on team building skills</li> <li>● Oversee the staff hiring, discipline, and termination processes</li> </ul>
5%	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>● Ensure the effective and efficient operation of all administrative office staff and related support functions</li> <li>● Oversee the development of a policy for use of facilities by external users and related pricing model and provide oversight and direction to facility booking and utilization by internal users</li> </ul>
5%	<p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>● Oversee the development of a yearly IT plan that incorporates and balances all IT requirements within the framework of our Ministry Fund Budget to ensure that the IT systems are maintained and upgraded as required to serve the needs of RockPointe</li> </ul>

<b>5</b>	<b>Dimensions and Requirements</b>
	Education - preference will be given to candidates with a Bachelor or higher level education in a related field who are licensed workers with the C&MA
	Mastery - preference will be given to candidates with a proven track record working in a similar role for a minimum of 3 years and having the required knowledge and special know how to oversee this diverse scope
	Problem Solving - the preferred candidate will have a demonstrated ability to solve problems and generate innovative ideas to move RockPointe beyond business as usual
	Execution - the preferred candidate will have demonstrated the ability to create and self-monitor execution of strategies in alignment with the Directional Plan of the organization

	Decision Making - the preferred candidate will work well in a collaborative environment requiring seeking and incorporating input from others supporting joint discernment and decision making
	Financial Scope - finance is a major accountability of this role including oversight of development, coordination, monitoring and reporting of budget and all aspects of accounting as it relates to RockPointe
	Direct/Indirect Reports - this position will initially have 3 direct reports and 4 indirect reports
	Planning - this position will be directly involved in the creation of plans and strategies for RockPointe

<b>6</b>	<b>Personal Attributes</b>
<ul style="list-style-type: none"> <li>● Spiritually mature with a deep and proven spiritual walk including maintenance of a regular personal devotional plan.</li> <li>● Evident anointing of the Holy Spirit in leading others into a deeper and more meaningful walk with God.</li> <li>● Personal worshipper demonstrating daily submission to the Lordship of Christ.</li> <li>● Has a contagious passion for and is personally committed to reaching lost people for Christ.</li> <li>● Christ-like servant heart, committed to the needs of others.</li> <li>● Enthusiastic and friendly personality with a positive attitude.</li> <li>● Highly motivated self starter, organized, committed to excellence, creative, flexible and confident.</li> <li>● Is 'results oriented' with a demonstrated ability to be proactive in solving problems and identifying opportunities.</li> <li>● Has a demonstrated ability to build strong relationships with trust and integrity</li> <li>● Is a team player, supports a win/win philosophy, encourages other people's ideas and shares credit.</li> <li>● Healthy marriage and exemplary role model as a parent (if applicable).</li> <li>● Personal purity in thought, word and deed; personal integrity is above reproach.</li> <li>● Proper management of personal finances including tithing and modelling generous giving.</li> <li>● Pursues physical health and fitness.</li> <li>● Demonstrates accountability regarding all the above.</li> </ul>	

To apply, please email cover letter and CV to [office@rockpointe.ca](mailto:office@rockpointe.ca)

**Position closing date: December 9, 2022**