



JOB DESCRIPTION

☐ New

☐ Part-Time

☒ Full-Time

☐ Non-Exempt

☐ Volunteer

☐ Exempt

Date Hired:

Employee:

Job Title: Next Steps Pastor

Department: Next Steps Department

Schedule: Mon-Thurs 8:00 AM- 4:30 PM, Sun 6:30AM – 2PM, special services & events as required

Manager: Executive Director of Operations

I. Purpose Statement:

To direct and coordinate efforts to ensure all people from first time visitors to leaders are engaged in taking their next steps.

II. Prerequisites:

- Must be a born again Christian and water baptized
- Associates degree or higher in related ministry area required
- Must be adept at developing leaders and building teams
- Must have experience with church management software –
 - *Planning Center Online required*
- Must have experience with Church of the Highlands - Growth Track

III. Essential Functions and Responsibilities:

- Oversee guest experience & culture of Mosaic Church through Mosaic teams
- Ensure “Sunday readiness” of all teams for all activities and services
- Resource, support and direct Teams Coordinator and Discover Mosaic Coordinator
- Ensure all Discover Mosaic events are equipped, resourced, and led with excellence and that participants receive their clear next step
- Facilitate leader training for Team Leaders on a regular basis
- Facilitate regular meetings/communication with Teams Coordinator and Team leaders
- Maintain Next Steps Department (Discover Mosaic and Teams) budget for Clarksville location
- Resource all teams with necessary scheduling, communication & leadership tools in Planning Center
- Provide pastoral leadership for Team members at Clarksville location
- Work with Location Pastor at all Mosaic locations to ensure culture and training is maintained
- Provide resource & extend Mosaic guest experience culture to all locations of Mosaic Church
- Monitor and report monthly Team leader priorities
- Ensure all Next Steps (Discover Mosaic and Teams) supplies are ordered, received and available as needed.
- Lead efforts to implement conferences and All Teams Night & All Teams Party.

IV. Attributes

- Must embrace the vision and values of Mosaic Church
- Must be a team player and a team builder
- Able to be productive with minimal supervision
- Must be organized and able to handle multiple tasks in a high energy environment
- Must have integrity above reproach
- Able to navigate different personality types
- Attitude of a servant, enjoyable to be with, and devoted to the call of God and the Church

V. Supervisory Responsibilities:

- Manage and oversee day to day responsibilities of Team Coordinator & Discover Mosaic Coordinator

VI. Collaborative Relationships:

- Operations Director
- Executive Team
- Team Coordinator, Discover Mosaic Coordinator, and Administrator
- Staff, Team Leaders, Team Members

VII. Evaluation:

- This position requires the completion of an Evaluation Support Form to document Role Based Objectives (RBOs) which will be used to rate performance and determine annual compensation adjustments.
- This position requires you to establish RBOs for your compensated support team leaders, conduct quarterly reviews and performance evaluations.

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____