

DATE: February 28, 2019
TO: Members, Leaders and Staff of St. Matthew
RE: Request for Input Regarding New Pastor

It is important that we have adequate time to grieve the “loss” of our beloved Pastor Rob as he moves on to his next Calling. Without rushing that, it is also important that we move forward in the Call process. But before a Call Committee can begin its work in earnest, we need to review and update the Ministry Description.

God gave St. Matthew the unique spiritual gifts and talents of Pastor Rob for the “season” of these last ten years. In many ways, we can see how Pastor Rob is just what God knew we needed for that “season.”

As we begin to look ahead to the next “season” of ministry, we need to prayerfully discern what unique spiritual gifts and talents God would want to provide in a new person. It would also be helpful to prayerfully discern the ministries for which a new person would be responsible that would help us along with our 20/20 Vision (developing vibrant, missional Christ-followers), while complimenting the existing staff.

Therefore, please fill out the following questionnaire and return it to the church office by no later than March 30.

1. What ministry responsibilities should the new person have to advance us in the next “season”? (The current ministry assignments are listed on the back for your assistance.)
2. What unique qualities or skills does the new person need for the next “season” of ministry?

Current Associate Pastor Responsibilities

A. Outreach

1. Discerning and casting God's vision for the attraction of adult pre-Christians and re-attraction of adult dechurched individuals, including single and married adults by the congregation and its members; proactively leading the fulfillment of that vision; and providing for regular evaluation and planning of outreach ministry relevance, quality and effectiveness.
2. Leading an Outreach Ministry Work Team of staff in providing strategic, coordinated outreach ministries, including making activities new comer friendly with attractive entry points, welcoming and relational experience for guests, and next step opportunities that assist the missionary effort of members.
3. Serving as staff liaison for the Outreach volunteer ministry team.
4. Working with the Outreach volunteer ministry team leader in expanding and administering the outreach ministry.
5. Developing ways so that adult newcomers are attracted, encouraged, facilitated and resourced in their journey to discover and connect with Jesus and His family, using strategies such as:
 - a. Developing and maintaining a strategy for mass communication.
 - b. Working with the pertinent staff relative to the look and content of the web site, external signs, yellow pages, and printed communication.
 - c. Establishing "Seeker" small groups- in coordination with the "Minister of Congregational Life."
 - d. Arranging for community service, such as Helping Hands-Helping Moms clothing outreach and Hospitality House
 - e. Providing for and training worship greeters and welcome center hosts
 - f. Improving processes for follow-up, exploring Christianity, becoming a Christian, becoming and being assimilated as a member.
6. Mobilizing adult members and attenders by training, and resourcing them as missionaries in their own contexts.
7. Working with the Missions volunteer ministry team leader in expanding and administering the mission ministry.
8. Encouraging short-term mission opportunities as a means to do mission for personal involvement locally, nationally and internationally, including short-term missions such as MOST and Children's Village.

C. Worship at the Wixom Campus

1. Participating in an annual meeting of the preachers to establish the worship themes for all of St. Matthew.
2. Participating in a semi-annual meeting of leaders who will prepare/refine the worship schedule and prepare for special worship seasons/events.
3. Participating in a weekly meeting of preachers and leaders who evaluate the past weekend worship services and prepare for the upcoming weekend of worship services.
4. Being responsible for the theological content and balance of the "new" and "vintage" components of Wixom worship services, while working with the Wixom Music Leader, who is responsible for selecting music and designing flow of the worship services at the Wixom campus.

5. Serving as the primary worship leader and a primary preacher for the Wixom campus worship services, in addition to occasionally leading worship and preaching at the Walled Lake campus, as assigned by the Senior Pastor.
6. Providing direct supervision of the Wixom Worship Team Leader who will be responsible for Wixom campus worship music, worship graphics and video, media files for worship, the worship venue detail, and supervising the Wixom Music Leaders and Worship Technicians.

D. Venue Specific Ministries at the Wixom Campus, Including those in the Areas of:

1. Coordinating ministries at the Wixom campus such as children's, youth, fellowship events, volunteer recruitment, deployment and care, with the advisement of pertinent staff.
2. Developing proposals regarding facility enhancements, repairs and maintenance for Properties volunteer ministry team consideration and action.
3. Serving as staff liaison for Celebrate Recovery

E. Child Development Center

1. Supervising the Childcare Director/Teacher.
2. Providing spiritual nurture and counsel to the staff, parents, and children of the Child Development Center.
3. Coordinating ministry with the Childcare Director/Teacher.
4. Overseeing outreach through Hearts & Hands Child Development Center

F. Administration

1. Being a role-model and advocate of the unity of St. Matthew as "a church community of multiple campuses, worship styles and ministries."
2. Participating in meetings of the Strategic Planning Team and Implementation Team.
3. Participating in Ministry Work Teams, as requested.
4. Meeting weekly with the Senior Pastor to communicate, coordinate and unify the Wixom ministry with the rest of St. Matthew ministries and overall St. Matthew ministry vision and philosophy.
5. Serving as staff liaison and leading the Wixom volunteer ministry team.
6. Assisting with the budget preparation and implementation for the Wixom campus.
7. Supervising the Wixom Office Manager

G. Other

1. Working with the appropriate Walled Lake staff in providing Healing Ministry (shut-in calls, hospital visits, funerals, weddings), Exploring Christianity, Life for Others, and support ministries.
2. Providing limited ministry in the areas of Jr. Confirmation, Bible class, chapel and crisis counseling, in conjunction with other staff.
3. Performing other duties as may be assigned.
4. Staff liaison and coordinator for Celebrate Recovery Ministry