

**Assistant Pastor/Cares Ministry
Greentree Community Church
Kirkwood, MO
Job Specification/Position Description**



Background Information

In 1996, a group of people began to pray about establishing a Bible-believing church in Kirkwood, Missouri, a scenic community just west of St. Louis. On January 5, 1997, about 60 people met for Sunday morning worship at a local home, and **Greentree Community Church** (GTCC) was born. Greentree has since grown to over 380 members, with over 400 people attending services each week.

Greentree is part of the Evangelical Presbyterian Church denomination. Dr. Tom Ricks has been the Lead Pastor since January 1999. In recent years, Greentree has held its worship services at North Kirkwood Middle School, but in September 2014, construction of a permanent church home in downtown Kirkwood began. The building, which is expected to be completed in August 2015, will allow for continued growth and provide a permanent home for Greentree's staff and its multiple ministries that meet throughout the week.

The mission of the Greentree Community Church is to *"grow disciples, renew communities, and plant churches."* Greentree has remained true to all facets of its mission statement by offering a wide variety of Bible studies, Sunday school classes, and discipleship opportunities while playing an active role in the Kirkwood community through multiple outreach events. In addition, Greentree has planted three churches in Missouri: in Webster Groves (Riverside Community Church), the city of St. Louis (City Church), and Columbia, MO (The Crossing).

Position Summary

Greentree Community Church is looking for an Assistant Pastor whose primary area of responsibility will be to oversee Greentree's care-related ministries. These include the HELPS ministry, the Stephen Ministry, hospitalization care, and various support groups like Griefshare, Divorce Care, and Freed Up Financial Living. This pastor will also lead the Deacons, who provide support and care for a variety of needs in the church and community.

Reporting Structure

The Assistant Pastor in charge of pastoral care reports directly to the Lead Pastor.



Specific Responsibilities

The role of the Assistant Pastor in charge of pastoral care includes:

- Serving as primary pastor for hospital, sick, and shut-in ministry
- Overseeing all aspects of the existing care ministries, including Stephen Ministry, Divorce Care and Freed up Financial Living
- Developing other care-related ministries as needed
- Overseeing and supporting the Greentree Deacons
- Providing pastoral counseling
- Conducting weddings and funerals as requested by Greentree members
- Teaching and preaching periodically
- Developing men's Bible study and small groups
- Attending Greentree services and being available before and after services
- Participating in Presbytery and General Assembly meetings for the Evangelical Presbyterian Church
- Complying with established church policies and procedures as well as applicable federal and state laws
- Fulfilling other responsibilities as necessary

Qualifications

Qualifications for the position include:

- Being a growing disciple of the Lord Jesus Christ, committed to biblical authority in all areas of life
- Having at least 10 years of experience in related pastoral care and/or counseling duties, preferably with a Master of Divinity and/or Master in Counseling degree... Ordination is helpful, but not required
- Being able to identify past successes in planning and implementing caregiving programs
- Being a team player with a strong ability to build relationships with the staff and members of the congregation

Interested candidates should email their resume to:

Diana Simonpietri

Diana@greentreechurch.com

Greentree Community Church Office

132 E. Monroe

Kirkwood, MO 63122

314.909.9197

314.909.9384 (fax)

www.greentreechurch.com