



## JOB DESCRIPTION

<b>Position</b>	<b>Department</b>	<b>Reports to</b>
Director of Spiritual Care	Administration	Operations Director
<b>Employment Status/Schedule</b>	<b>FLSA Status</b>	<b>Salary Level</b>
Full Time; 1 <sup>st</sup> shift	Exempt	3
<b>Location</b>	<b>JD Number</b>	<b>Last Update</b>
Gateway Center	12-04	9-15-22

### **Purpose/Mission/Vision**

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

### **Position Summary**

The Director of Spiritual Care acts as Mission Pastor collaborating with other leaders to provide Biblically based discipleship, spiritual direction, and care to guests, staff, and volunteers.

### **Essential Duties & Responsibilities**

- Provide for the spiritual/pastoral care of Mission guests, staff, and volunteers when requested.
- Be the primary Bible teacher in the Gateway Addiction and Discipleship Program and work cross-departmentally to ensure sound biblical teaching and preaching is occurring throughout the Mission and its programs.
- Cultivate a prayer culture throughout the mission by developing opportunities for guests, staff, and volunteers to participate in both personal and corporate prayer.
- Oversee and direct staff and volunteer training in how to share the gospel and engage in Biblical counseling.
- Work with Gateway Addiction and Discipleship Program to assist in and assess students' spiritual journey in the program.
- Provide overall leadership and direction to the Gateway Gathering.

- Represent the Gateway Mission to the public through church speaking engagements, providing pulpit supply, and promoting the Gateway Program within churches and the community at large.
- Cultivate like-minded church partnerships.
- Supervise Residential Chaplains and participate in residential devotions when necessary.
- Be a part of the Operations Management Team. (OMT)
- Provide input and assistance to the COO and other OMT members in the overall spiritual health of Gateway Mission.
- Attend seminars, conferences, and other trainings to maintain and enhance ministry skills.

### **Personal Qualifications**

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel
- Be a person of upright character as outlined in scripture for those who fulfill the role of Elder or Pastor. (I Tim 3:1-7, Titus 1:6-9)

### **Education/Experience**

- Minimum bachelor's degree from accredited college in appropriate field or seminary training minimum; Master of Divinity degree preferred
- Minimum of 2 years ministry as Pastor or Chaplain
- Experience in helping people grow spiritually
- Extensive biblical knowledge/experience demonstrating a commitment to the sufficiency of the Scriptures.
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

### **Skills and Abilities**

- Ability to teach and preach the Word of God
- Ability to function as a spiritual shepherd
- Ability to relate to people in crisis from a pastoral perspective
- Ability to help individuals who struggle with addiction issues and their need for accountability
- Ability to organize and communicate effectively – written, verbal and electronic communication
- Strong leadership skills to lead and train staff

- Ability to establish and maintain effective working relationships with leadership, staff, and church partners
- Basic computer skills (Microsoft Office 365, email, data entry)

**Physical Activities/Demands & Work Environment**

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- No adverse environmental conditions expected

**2 Timothy 3:16-17** “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an ‘at will’ relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.