

# Position Description

<b>Role Title</b>	Gateway Care Pastor
<b>Reports to</b>	Gateway Beyond Pastor
<b>Direct Reports</b>	Gateway Care Campus Coordinators, Gateway Care Centre Coordinators and Neighbours Coordinator
<b>Department</b>	Gateway Beyond
<b>Working Location</b>	Central – Based from Mackenzie
<b>Load</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time: days/week <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Includes Sundays

## Purpose of Role

The role is responsible for the development, coordination, and implementation of Gateway Care, including Neighbours, Care Connect Groups, Red Bags Meals and Op Shops ministries through Care Centres and out into community across our growing campus network, ensuring they are effective, fruitful and aligned to the mission, vision and values of Gateway Baptist Church. Additionally, this role will work closely with the Gateway Counselling Practice Director to develop, resource and deliver an expression of Gateway Counselling through our Care Centres. This is also a key centrally based pastoral team member for the church family.

## Primary Relationships

Internal	Care Centre Coordinators, Gateway Care Campus Coordinators, Gateway Beyond Staff, Contractors and Volunteers, other Gateway Staff and Volunteers, Gateway Beyond Pastor, Missions Pastor, Gateway Counselling Practice Director, & Gateway Campus Pastors.
External	Gateway Care Centre, Neighbours and Gateway Op Shop Clients, Community Organisations, Third Party Referrers

Primary Responsibilities	Primary Outcomes	Performance Measure
Visionary leadership and strategic development of Gateway Care ministries	<ul style="list-style-type: none"> <li>Discern God's direction for the Gateway Care ministries in harmony with Gateway's mission, vision and core values including development of an annual plan.</li> <li>Develop and expand the ministries, facilities &amp; funding base so that more people find hope and healing in Jesus.</li> <li>Work with the Gateway Beyond Pastor, Missions Pastor, Gateway Counselling Practice Director, Campus Pastors and Campus Care Coordinators to promote the ministries and culture to the Gateway church family and the wider community.</li> <li>Develop, support and enable the establishment of these ministries across each Gateway Campus by leading and working closely with Campus Care Coordinators and Care Centre Coordinators in the delivery of localised expressions of Gateway Care</li> <li>Develop and Implement Campus Care Action Groups focusing on the five core</li> </ul>	<ul style="list-style-type: none"> <li>Gateways Vision and Values are supported, promoted and evident through the attitudes and actions of the Gateway Care team</li> <li>Effectiveness and efficiency of each ministry is reviewed annually</li> <li>Annual Development plan for each ministry area is set</li> <li>Each campus has an expression of Gateway Care that is continually being developed and reviewed annually</li> <li>The action groups are an effective strategic planning and culture building team that grows the Gateway Care Centre Ministries at each campus.</li> <li>Agencies Network is growing and referring clients to Gateway Care, Gateway Counselling and Gateway Op Shop ministries</li> </ul>

	<p>areas of Communications, Marketing, Ministries, Volunteers and Culture.</p> <ul style="list-style-type: none"> <li>• Oversee and develop Gateway's Agencies Network as we build connections with other community support organisations.</li> <li>• Help to develop the vision of seeing our Gateway family from all campuses, moving into the community to connect with and meet the real needs many individuals and families face on a daily basis through our Gateway Care strategies.</li> </ul>	
Care Centre Ministries Multi-Campus	<ul style="list-style-type: none"> <li>• Develop and expand the Gateway Care ministry across all campuses. These currently include; <ol style="list-style-type: none"> <li>1. Care Connect Groups</li> <li>2. Red Bag Meals</li> <li>3. Central Resources (Food/Clothing etc)</li> <li>4. Homeless Street teams (City Campus)</li> <li>5. Community Connection (meals/ morning teas etc)</li> <li>6. Gateway Op Shops</li> <li>7. Neighbours</li> </ol> </li> <li>• Work with the Gateway Counselling Practice Director to incorporate Gateway Counselling into the local Care Centre.</li> <li>• Organise and arrange Red Bags at Thanksgiving Day including coordinating the list of items required and teams to sort the bags post event</li> <li>• Reportable records are kept of interactions, assistance, salvations and counselling as a direct result of this ministry</li> </ul>	<ul style="list-style-type: none"> <li>• An annual communication and promotion plan is set</li> <li>• Effectiveness and efficiency of the ministries are reviewed annually</li> <li>• Ministries achieves its annual targets in line with strategic plan</li> <li>• Ministry components are reviewed to ensure best practice development of clients and community is delivered</li> </ul>
Lead the Care Centre Coordinators and Campus Care Coordinator team	<ul style="list-style-type: none"> <li>• Leading and working closely with, and supporting Campus Care Coordinators and Care Centre Coordinators in the development and delivery of localised expressions of Gateway Care</li> <li>• Participate in the cultivation of a culture of community across the Care Centres with a clear focus on the spiritual development of volunteers and clients</li> <li>• Manage, motivate and lead all key stakeholders</li> <li>• Build strong teams including direct oversight of staff</li> <li>• Provide leadership and training opportunities for staff and volunteers.</li> <li>• Support the Coordinators of the ministries and encourage them to develop meaningful links with Gateway's other ministry areas and with external organisations involved in community support</li> <li>• In consultation with the Campus Pastors and other internal staff promote the ministry resources to the local church campus family and the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Care Coordinators are supported and resourced to deliver localised expressions of Gateway Care ministries.</li> <li>• Position Descriptions held for all team members and all roles are filled</li> <li>• Annual Performance review process conducted directly with all team leaders</li> </ul>

	<ul style="list-style-type: none"> <li>Promote Gateway's range of ministries to clients and volunteers</li> </ul>	
Gateway Care volunteers (Team Gateway)	<ul style="list-style-type: none"> <li>Ministries have strong volunteer team leaders and team members</li> <li>Promote volunteer opportunities for Gateway Care to the church family</li> <li>Provide leadership and ongoing training and development opportunities for volunteers.</li> <li>Develop a Pastoral Care response for the Care Volunteer Team</li> <li>Arrange appropriate recruitment and induction of Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Annual training and development plan is set</li> <li>An induction program for new volunteers is developed and consistently administered</li> <li>Position Descriptions held for all team members</li> <li>Volunteers are appropriately matched to serving opportunities</li> </ul>
Gateway Care Centres Resources	<ul style="list-style-type: none"> <li>Ensure Care Centre facilities are fit for purpose.</li> <li>Manage budget resources for Gateway Care Centres.</li> <li>All Gateway Care resources (op shop donations/food and other items) are stewarded in an appropriate manner that enables the Gateway Care ministries to operate effectively</li> <li>Develop and implement appropriate policies and procedures.</li> <li>Operate within all relevant governing regulations, compliance standards and policies</li> </ul>	<ul style="list-style-type: none"> <li>Annual budget targets are achieved.</li> <li>All policies and procedures are consistently applied, reviewed regularly and training is provided.</li> </ul>
Gateway Beyond Ministry Team	<ul style="list-style-type: none"> <li>Participate as a member of the Gateway Beyond Ministry Team.</li> <li>Participate as a member of the Gateway staff leadership team including attendance at staff meetings and events.</li> <li>Meet regularly with the Gateway Beyond Pastor</li> <li>Meet regularly with the Gateway Beyond Leadership team for strategic planning, prayer and support</li> </ul>	<ul style="list-style-type: none"> <li>Attendance and participation in all staff meetings and events.</li> <li>Participation in Beyond Month and Thanksgiving Day events.</li> <li>Provide a monthly report to the Pastor on the progress towards Key Performance Objectives</li> </ul>
Sunday Services and Pastoral responsibilities	<ul style="list-style-type: none"> <li>Presence in Sunday services to support the Campus Pastoral Team in ministry and connect with congregants regularly.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly presence at Mackenzie AM and PM services, with termly presence at other campuses.</li> </ul>
Workplace Health & Safety	<ul style="list-style-type: none"> <li>Effectiveness/Safety</li> <li>Develop and maintain a clear understanding of issues of compliance relevant to the location and operate within the relevant OH&amp;S laws and policies.</li> </ul>	<ul style="list-style-type: none"> <li>No avoidable incidents/accidents</li> <li>All policies and procedures are consistently applied, reviewed regularly and training is provided.</li> </ul>

### Core Competencies

- Demonstrate an understanding of Gateway's vision and the importance of our Gateway Care, Neighbours, Gateway Op Shops and Care Centre Ministries.
- Be able to demonstrate a proven track record of leadership skills including; a demonstrated ability to work as a team member, team builder and team leader; as well as the capacity to train and equip others.
- Is able to demonstrate sufficient competence in the recruitment, management and administrative skills required to run successful staff and volunteer teams;
- Be able to demonstrate a capacity to lead a complex and growing multi campus ministry
- Strong communication skills with a variety of ages and group sizes.
- Ability to work collaboratively with others in developing best ministry practice.
- Be able to demonstrate a capacity to maintain organization in a flexible and changing environment and adjust to changing deadlines.

### Key Characteristics

- Personal and growing relationship with Jesus
- Demonstrated Christlike character
- Regularly attends and is part of the life and community of Gateway Baptist Church
- Pastoral Heart
- Integrity in Leadership
- Discreet and confidential
- Good communicator
- Personable, Relational, Communicative, Patient
- Team Player, Conflict resolver, Problem solver, Collaborator
- Support and exhibit Gateway Vision, Mission and Values
- Capacity to work with diverse team of clients, staff, contractors and volunteers

As a Gateway staff team, we value growing intentionally, communicating courageously, achieving collaboratively and encouraging extravagantly.