



# INTERNATIONAL CHRISTIAN CENTER

**Job Title:** Matamoros Campus Pastor

**Department:** Matamoros Campus

**Reports to:** Senior Pastor

**Status:** Exempt

**Supervisory role:** Yes

**Last updated:** 4/21/2022

*International Christian Center wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.*

## Job Summary

To build, grow and pastor the Spanish congregation of the Paredes and Matamoros Campuses of International Christian Center.

## Duties and Responsibilities

- I. Weekly Responsibilities (between Sundays)
  - Attend weekly meeting with Pastor Vic
  - Attend weekly meeting to review order of service for coming weekend
  - Appointments with small group leaders, dream team, potential leadership
  - Evaluate connection cards weekly for prayer needs, info requests, etc.
  - Communicate upcoming events, etc., with campus leadership team
  - Communicate with all campus leadership teams regarding weekend services
  - Continually building systems that will create growth at campus level
  - Be available for appointments (counseling, pre-marital, etc.)
  - Respond to emails and phone calls within 24 to 48 hour time frame
  - Plan/Implement monthly meeting with all campus Dream Team Coaches (leadership team)
  - Meet regularly with Host Team Coordinator regarding Dream Team
  - Attend/Lead Saturday morning prayer at campus
  - Prepare campus facility for upcoming weekend services (make sure all rooms are neat & well organized)
  - Prepare a message each week in the event of technological malfunction
  - Turn in weekly tithes on Monday's to our accounting department
  - Turn in all receipts with a report of monthly costs at the beginning of the month
- II. Weekend Responsibilities (Services)
  - Oversee the 8:30am and the 1:00pm services at the Paredes Campus
  - Preach 2-3 times a year
  - Have campus facility open and prepped for services
  - Connect with DT Coordinator and make sure all bases are covered

- Facilitate all services on Sunday (Welcome, Commitment Time, Offering, etc.)
- Lock and secure campus facility following worship services
- Love, encourage and pastor people
- Connect with new people
- Be available for ministry time with individuals
- Attend Water Baptisms
- Lead/Assist with Growth Track each Sunday
  
- Special Events
  - Help plan, staff and implement all special events for the campus
  
- Small Groups
  - Meet regularly with campus Small Group Coordinator
  - Constantly recruiting new small group leaders
  - Locating and implementing coaches for each semester
  - Communicate weekly with small group leaders to support, encourage and serve them
  
- Growth Track
  - Meet regularly with campus Growth Track Coordinator
  - Lead/Assist with Growth Track each Sunday
  - Lead/Assist with Water Baptism
  
- Dream Team
  - Meet regularly with campus Dream Team Coordinator
  - Monthly meetings with DT Coaches
  - Continually seeking out potential Dream Team members
  - Highlight areas of service
  - Consistently encourage all members of the Dream Team
  - Plan/Implement Dream Team specific events

## Knowledge, Skills and Abilities

### I. Abilities

- Ability to pastor people
  - Build meaningful relationships
  - Care for people
  - Disciple people
  - Train people
  - Develop leaders
  - Help people realize and reach their full potential
- Ability to lead others
  - Organization/management of leadership teams
  - Present vision to leadership/church
  - Continually developing and increasing circle of influence with people
  - Lead by serving others
  - Delegate well
  - Strong sense of team
- Ability to communicate to congregation
  - Comfortable in front of people

- Speak clearly and intentionally
- Help guests feel welcome and comfortable
- Present ICC's purpose and vision clearly

II. Knowledge

- Understanding basic budget

III. Skills

- Effective at multi-tasking and time management
- Excellent verbal, written, and oral communication skills
- Experience in Microsoft Word and Excel
- Exceptional problem-solving skills
- Maintain composure during stressful situations

## Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds regularly and 50 pounds on occasion.

At ICC, every staff member is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff positions. An essential function within every position held by a staff member of ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.

---

Employee Name (Printed)

---

Employee Signature

Date

---

Team Leader Signature

Date

