



Position Title: Pastor of Legacy Ministries

Hours/week: 20 (part-time)

Reports To: Community Groups & Spiritual Growth Senior Director

Classification: exempt/salary

Pay Range: \$26,000-\$36,400 annually, depending on experience

Benefits: Eligible to participate in 403(b); sick leave earned at rate of 1 hour for every 30 hours worked

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Oversees the general spiritual, pastoral and congregational needs of Legacy Ministries
2. Leads the Central Legacy Ministry and assists Campus Pastors in overseeing and supporting Campus Legacy Ministries
3. Meets the pastoral needs of Legacy members to include visitation, counseling, serving communion and officiating funeral services
4. Conducts weekly Legacy program providing Bible study, worship, prayer and fellowship for Legacy attendees
5. Ensures all ministry activities align and support Woodmen's vision of Love Well - Change Lives - Through Christ
6. Interfaces with Woodmen's central and campus staffs in the conduct of Woodmen ministry activities
7. Supports and performs all staff requirements to include training programs, Fuel, church programs, church events, etc.
8. Supports and executes the Director of Connect-Grow's pursuits and activities for Legacy seniors
9. Regularly publishes newsletters, prayer requests and shut-in list for Legacy attendees
10. Facilitates and supports Legacy missions-related activities and opportunities
11. Provides service opportunities that allow seniors to support overseas and local missions, as well as serve their Woodmen campus community
12. Networks with other churches in Colorado Springs to encourage and renew/jump-start their senior ministries
13. Interfaces with Colorado Springs community organizations
14. Schedules/produces regular forums and workshops pertinent to the aging population
15. In conjunction with the Legacy assistant, coordinates all administrative and logistics details in the execution of Legacy activities (advertises events; schedules rooms and A/V for all events; creates/manages annual Legacy budget; establishes annual calendar)
16. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. Demonstrates an ongoing relationship with Jesus Christ through regular prayer, personal Bible study, worship attendance, and serving in WVC campus ministry activities
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Eligible for ministerial licensure by Woodmen Valley Chapel
4. Minimum 5 years management experience
5. Minimum 5 years of proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and/or MAC
6. Minimum 5 years of experience establishing, maintaining, and forecasting budgets
7. Minimum 3 years experience speaking in front of groups
8. Excels in a multi-task environment
9. Skilled in dealing with people and answering questions pertaining to the ministry in a friendly yet confidential manner
10. This position requires mostly sedentary work but must have the ability to lift and carry 30 lbs.
11. Reliable transportation