

*We exist to exalt Jesus Christ, become His fully devoted followers  
and share His grace and truth with all people.*

**PASTOR OF ADULT & FAMILY MINISTRIES (MALE ROLE)  
SALEM ALLIANCE CHURCH**

Department: Adult Ministries  
Supervisor: Associate Pastor  
Supervises: Yes  
Volunteers: Recruits, Places, Develops, Mentors, Encourages  
Exempt Status: Exempt  
License Requirement: Yes, or within three years of hire date

**GENERAL STATEMENT OF DUTIES:** Consistent with the mission statement of Salem Alliance Church and under the general supervision of an Associate Pastor, the Pastor of Adult & Family Ministries oversees the recruitment, training, and encouragement of Adult & Family Ministries.

**DISTINGUISHING FEATURES OF POSITION:** The Pastor of Adult & Family Ministries oversees, resources and promotes Adult & Family Ministries. The duties of pastoral care, leadership and teaching are critical to the Pastor of Adult & Family Ministries. The Pastor of Adult & Family Ministries is supervised by and distinguished from an Associate Pastor who serves on the Pastoral Management Team and oversees an entire department. The Pastor of Adult & Family Ministries is distinguished from the Coordinator position that provides administrative and ministry support, but does not have the broad pastoral responsibilities and program oversight that characterize the Pastor of Adult & Family Ministries.

**CORE JOB FUNCTIONS:** An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below:

1. Pastoral Care/Support

- In partnership with the other pastors on staff, provide pastoral care to Salem Alliance congregants as needs arise with spiritual formation, marriage, parenting, addiction, recovery, and other areas
- As requested, share in overall pastoral responsibilities such as teaching, congregational visitation and counseling / mentoring sessions
- Conduct assessments and make referrals for individuals requiring other community services and professional counseling
- Maintain a high level of confidentiality for all that are involved in or are coming to this ministry for care and support
- Provide strategic, visionary leadership to adult and family ministries
- Effectively tend to his/her soul and actively pursue personal spiritual growth and development through spiritual disciplines (e.g. prayer, Bible reading/study, soul care, spiritual relationships, church attendance)

2. Men's Ministries

- Plan, implement, promote and assess the ministries for the men of Salem Alliance
- Develop team member's leadership skills; train and encourage men to minister to each other

- Recruit, mentor, develop and support leaders of Men's Ministries to encourage effective leadership. Consult with, provide guidance to, and exchange ideas with leaders
  - Develop, organize and oversee Men's ministry events and ensure they are providing a place to grow spiritually and relationally and be known within the context of a community of believers
  - Network with pastors from other churches overseeing comparable ministries
3. Marriage & Family Ministries
- Support the vision for marriage and family ministries
  - Collaborate with Pastor of Adult and Family Ministries (female role) to promote, develop and lead marriage classes or events
  - Shepherd couples through conflict resolution and healthy relational development in counseling or prayer sessions
  - Collaborate with Pastor of Adult and Family Ministries (female role) to plan, implement, promote and assess the ministries for families, with an emphasis on healthy parenting
4. Sexual Wholeness
- In partnership with the Associate Pastor of Spiritual Formation, lead the vision and design the ministry to support men and women who are seeking sexual wholeness
  - Work collaboratively with female pastors in Adult & Family Ministries to effectively shepherd both men and women in their journey to sexual wholeness
  - Support men and women in identifying and assessing sinful sexual patterns
  - Teach classes and lead events on sexual wholeness, specifically including opportunities to destigmatize talk about pornography and addiction
  - Partner with pastoral staff in Student & Youth Ministries to design preventative and restorative work in the area of sexual wholeness
5. Healing Ministries
- In partnership with the Associate Pastor of Spiritual Formation, provide holistic emotional and spiritual care to individuals in healing prayer sessions
  - Collaboratively lead Soul Care small groups with pastors and trained lay leaders
  - Practice listening prayer and healing prayer in sessions with staff and congregants
  - Collaborate with Associate Pastor of Spiritual Formation to assess needs and develop potential new healing ministries
  - In partnership with the Associate Pastor of Spiritual Formation, collaborate in leading open group sessions for men and women in Soul Care or recovery ministries
  - Effectively tend to his/her soul and actively pursue personal spiritual growth and development through spiritual disciplines (e.g. prayer, Bible reading/study, soul care, spiritual relationships, church attendance)

**ESSENTIAL JOB FUNCTIONS:** An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged "partner" at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Assist in developing and implementing the annual Marriage & Family Ministries budget

3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
5. Work collaboratively with other staff members and departments.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

**MINIMUM POSITION REQUIREMENTS:** Completion of graduate degree relevant to ministry; licensed by Christian & Missionary Alliance at time of employment or licensing within three years of hire; a clear and demonstrated commitment to the goals and visions of Salem Alliance and two years of ministry experience or a combination of education and experience that provides the abilities, knowledge and other requirements to perform the functions of this position.

**Other Requirements:**

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

**PHYSICAL, EMOTIONAL & MENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in an office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church; strength to lift and carry materials weighing up to 20 pounds; arrange furniture and equipment in meeting rooms; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, and to reach with hands and arms. The Pastor of Adult & Family Ministries must have the physical and mental stamina to function in diverse, multicultural settings and to meet multiple expectations.

The Pastor of Adult & Family Ministries must be mentally alert; possess stamina to maintain flexible work hours, including frequent evening assignments and some weekends and holidays; ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff from the church and other organizations, numbers of participants and volunteers; to speak and teach before large and small groups and to provide pastoral support for persons experiencing difficult, emotional situations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment, including a computer. The employee is required to work closely and gain the cooperation and involvement with a diverse group of people from various cultures and various personal habits. The employee may, several times each week, walk to various locations on the church campus and drive to attend meetings and training. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors.