

## **POPP DEACON/PASTOR, The Dwelling** *(Program, Operations, Pastoral Presence)*

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### **JOB DESCRIPTION**

The Associate (POPP) Deacon/Pastor serves under the call of both the North Carolina Synod and the Provincial Elders Commission of the Moravian Church Southern Province and is responsible for supporting the visioning, ministry and outreach efforts of The Dwelling, Winston-Salem. This position is called to steward the community through leadership, worship, pastoral care, and program administration.

### **MAJOR DUTIES AND RESPONSIBILITIES**

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#### Worship & Pastoral Care

- Preaching
- Preside and Administer the Sacraments
- Worship Preparation & Leadership in collaboration with the Lead Pastor
- Regularly engage in providing Pastoral Care to the community

#### Community Programming

- Serve as lead facilitator during hours in which the building is open for community programming
- Lead weekly bible studies and/or coordinate/schedule with local pastors/deacons/leaders
- Create and/or cultivate content and lead workshops and programs (literacy, resume, career, men/women group, sex ed etc) for The Dwelling community in partnership with local partners, agencies, non-profits, ministries, etc.
- Act as point of contact between NA/AA and The Dwelling

#### Program Operations

##### *Shower Ministry*

- Coordinate host sites and manage calendar
- Communicate with SEAD and/or Lead to promote schedule and mission on Social Media
- Organize, Inventory, and solicit supplies
- Oversee shower days and provide community care during shower times as schedule allows
- Collect and collate shower data for grant reporting
- Support Shower Assistant as needed
- Manage truck and trailer taxes, registrations, and maintenance schedules

##### *Food Truck*

- Coordinate host sites and manage calendar
- Communicate with SEAD and/or Lead to promote schedule and mission on Social Media
- Collect and collate data for grant reporting
- Manage permitting and commissary usage.
- Manage truck and trailer taxes, registrations, and maintenance schedules
- Support Minister of Meals as needed

#### Volunteer Coordination and Management

- Recruit and train volunteers as needed to support new and ongoing programming.

- Create and maintain volunteer manual
- Manage The Dwelling volunteer calendar and communication

#### Storyteller

- Tell the story of The Dwelling and her people through storytelling that's on brand with The Dwelling's core values and theological statements.

#### **COMPENSATION, ACCOUNTABILITY & ADDITIONAL NOTES**

- Full-time, non-exempt
- Salary based on Experience and/or Synod Call and Compensation Guidelines
- 4 weeks of vacation
- Reports collaboratively to and supervised by the Lead Pastor
- Additional supervision and support from the Director for Evangelical Mission, NC Synod
- Current driver's license
- May be subject to random drug testing
- Work collaboratively with ministry leaders and volunteers
- Maintain confidentiality
- Weekly staff meeting attendance required
- Weekly Sunday participation required unless otherwise noted with Lead Pastor
- As a leader at The Dwelling, we understand our call to be a dual call to the immediate Dwelling community and the wider church. Because The Dwelling is a unique worshipping community, ministers at this site are often asked to collaborate with partner congregations and other arms of the synodical or churchwide expression to provide insight and direction for how the church can learn from and journey with marginalized communities. Because of this call to the wider church, the leaders of The Dwelling are often called upon and invited to be present in many spaces. This is typically the responsibility of the Lead Pastor but at times may also include the Deacon/Associate Pastor. In the absence of the Lead Pastor, the Deacon/Associate Pastor should be prepared and feel comfortable and empowered to assume the posture and responsibilities of the primary leader.