



10915 Black Forest Road
Colorado Springs, CO 80908
(719) 495-4185

JOB PROFILE AND DESCRIPTION

Position: Church Life Pastor
Reports to: Lead Pastor
Prepared by: Matthew Morton
Approved by:

Department: Pastoral
FLSA Status: Ministerial Exempt
Prepared Date: Sep 15, 2025
Revised Date: Sep 15, 2025

Position Summary

Principle Function:

The Church Life Pastor is responsible for the pastoral care, connection, integration and assimilation of individuals visiting Cross Fellowship Church.

Preaching Team Member Function:

The Church Life Pastor is not currently a member of the Cross Fellowship Preaching Team under the direction of the Lead Pastor however he may be asked on occasion to preach.

Essential Duties/Responsibilities

- A. *Oversee all "front of house" Sunday morning activities.*
 - 1. Management of coffee bar volunteers and scheduling and supplies
 - 2. Coordinate greeters for all three services.
 - 3. Oversee the supply, stocking of, and the comprisal of the CFC welcome bags.
 - 4. Manage the supply and stock of the scripture journals.
 - 5. Manage and oversee the connections desk and area.
- B. *Oversee the Quarterly Connections Class*
 - 1. Coordinate with the Minister of Member Care for food and attendance.
 - 2. Coordinate with other Pastors, Ministers, Deacons, etc who have a speaking role to ensure their participation.
- C. *Provide the appropriate connection pathway for all visitors to eventually become serving LIFE Group members of CFC.*
 - 1. Assess need for New Believer's class, Spiritual Gifting surveys, etc.
 - 2. Coordinate with Minister of Member Care to ensure every visitor who provides contact information is contacted the week they visit.
 - 3. Assess any Connection Cards for follow up and coordinate follow up.
- D. *Oversee LIFE Groups*
 - 1. Develop, refine, and implement a LIFE Group Leader manual/covenant which prescribes both expected behavior and care expectations of LIFE group members.

2. Establish a rhythm to meet with LIFE Group Leaders individually and corporately to address needs, cares, or concerns.
3. Regularly attend different LIFE Groups.

E. Manage and provide oversight of the Minister of Member Care.

F. In conjunction with the Lead & Executive Pastors, continuously seek out God's vision for CFC and lead in the development of the long-term vision.

G. Perform other functions as needed and assigned by the Lead Pastor.

Essential Qualifications

Spiritually the pastor shall possess characteristics that reflect:

- a demonstrated acceptance without reservation of the CFC Statement of Faith;
- a strong, clear Christian testimony, acknowledging Christ as Savior and seeking to live as His disciple;
- a desire for spiritual growth as evidenced by his prayer life, Bible study, and spiritual outreach to others ;
- a mature, godly spirit;
- a **Christian role model** (Luke 6:40) in attitude, speech, and actions toward others. (This includes being committed to God's biblical standards for sexual conduct.) ;
- a person of faith and prayer;
- a strong knowledge and understanding of Scripture;
- a servant leader;
- a heart of submission to those in authority over them;

Required Experience and Education

- Five or more years of leadership experience in a church
- Master's Degree of Divinity preferred
- Communication skills both verbally and in writing to inform, persuade and comfort congregation members; a pastor's communication skills are also important to communicate with church staff and the media if necessary
- Strong interpersonal skills and the ability to work well with all levels of CFC pastors and staff, church volunteer leadership, church members and outside vendors
- Advanced knowledge of and strong proficiency in Microsoft Suite (Word, Excel, PowerPoint). Knowledge of church software to manage church administrative duties
- Project management skills to work with the church administration in a timely manner
- Strong problem-solving skills
- The ability to keep information private when working with congregation members to better counsel and comfort in times of crisis; a Pastor should respect a congregation member's privacy during and after pastoral counseling

Physical Demands and Work Environment

- Ability and willingness to travel up to 10% by plane or automobile
- Driver's License required to be kept current and in effect as a condition of employment
- This position is regularly required to walk, sit, use hands and fingers, and talk or hear
- Essential duties require the use of computers and mobile phone to process information
- The employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include the ability to read at close range and distinguish colors and contrasts

- The noise level in the work environment is usually minimal

Accountability

- Accountable to Lead Pastor
- Accountable to the agreed upon job description and CFC's policies
- Accountable to agreed upon goals and timelines

Salary & Benefits

Salaries and benefits are established within the guidelines of CFC

Agreed to:

Pastor Signature

Date

Pastor Name (Print Please)**Approved by:**

Name/Title

Date