

# stepstool

## Director Job Description

This document clarifies expectations and accountability for leadership while honoring the relational and organic nature of the role. It is not intended to professionalize ministry or impose too much structure. While the New Testament offers no single prescriptive model, it consistently describes churches with recognized servant leaders who are accountable to God, their communities, and one another—and who may be supported materially as needed.<sup>1</sup> We also see a model of leaders serving in non-local or sodalic roles connecting and supporting people in various communities.

## Pastoring Responsibilities

- Local House Church: The primary pastoral responsibility is to help the community keep company with God. This work cultivates conditions for spiritual growth without controlling outcomes. It is slow, attentive, and relational, motivated by love, service, and a calling discerned and affirmed by the community.
- Leadership oversight of weekly church gatherings, core team meetings, as well as general availability based on the communities needs.
- Allocated time for pastoral care relationships with other pastors, missionaries and leaders
- Allocated time for pastoring folks I meet or have referred to me wrestling with their faith
- Locally serving as a connector bridging the gap between church and marketplace leaders

## Teaching & Coaching Responsibilities

- Itinerant Teaching & Preaching: Both in-person and online with Ministry Partners
- Learning and Research: Allocated time for study, writing, teaching/coaching preparation
- Doctoral Studies: In-Depth Research Project aligned and integrated with the organizations goals
- Presence & Partnerships: Maintaining availability and connection with local churches and other organizations aligned with theological education and church renewal.
- Leading Cohorts for the 24-7 Prayer Leadership Pathway
- Offering Coaching Call slots for 24-7 Prayer Communities and the growing network of churches interested in Formation through Practicing the Way

## Other Operational Responsibilities

- Fundraising and communication with donors.
- Website and resource development.
- Financial coordination with the bookkeeper (expenses and monthly P&L reconciliation).
- Participation in 501(c)(3) board meetings.
- Participation in gatherings and conferences that serve the organizations aim of education and church renewal.

## Accountability

Pastoral leadership is exercised under the authority of Christ, in mutual accountability with the community, and in shared oversight with other leaders.<sup>2</sup> We have a team of core leaders for this purpose as well as outside accountability in the form of a 501.c3 Board, supervision of leaders in the Vineyard USA Denomination, as well as the Global 24-7 Prayer Communities Network.

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<sup>1</sup> References to leaders established and appointed Acts 14:23, 20:17, 28; Phil 1:1; 1 Tim 3:1-7; Titus 1:5; Heb 13:17; and those leaders receiving reasonable compensation Luke 10:7; 1 Cor 9:3-14; 1 Tim 5:17-18; Gal 6:6; Phil 4:15-18.

<sup>2</sup> Acts 15:1-29, Acts 20:17, 26-28; 1 Cor 4:1-5; Gal 2:11-14; 1 Tim 5:19-20; Heb 13:17; James 3:1; 1 Peter 5:1-4.