

APPENDIX 7  
POSITION FOCUS SHEET

2005-06 Position Focus Sheet		Name: Pastor Tom Pietz
Ministry Information		Ministry:
<p><b>Position Title:</b> Associate/Executive Pastor</p> <p><b>Purpose of Position:</b> To oversee and provide leadership for the work of ministry in the following areas: Small Groups/Discipleship; Children's, Teen, and Family Ministry; and Evangelism</p> <p>To develop, advance, and facilitate a strategic plan for maturing, mobilizing, and multiplying disciples mobilized for missional ministry.</p> <p><b>Ministry Overseer:</b> Senior Pastor Dan Kolander</p> <p><b>Relates Closely With:</b> Council, Ministry Development Team, Staff Vision Team, Director of Discipleship and Small Groups, Director of Children and Family Ministry, Director of Teen Ministry</p>	<p><b>FLC Mission Statement &amp; Core Values:</b></p> <p>“To know Christ and make Him known”</p> <p>As members of First Lutheran Church, we value a commitment: To be deeply rooted in the good news of God's love in Jesus Christ as recorded in the Bible. To become fully devoted followers of Jesus Christ To stay connected to God through daily worship and prayer. To live out our faith in relevant Biblical community. To cultivating a Christ-like and loving atmosphere within the body of Christ To multiply ministers for God's work in the world. To reach out to the unchurched in meaningful ways. To generously share the resources God has given us. To creativity, innovation, and excellence in all that we do.</p>	

Comment [FLC1]:

Comment [FLC2R1]:

Comment [dp3]: As executive pastor, is there an element of training to eventually take over the reins of the church?

Comment [FLC4R3]: I will likely be THE transitional pastor as Kay and Dan and Doug and Everett retire, I'll be the key transition glue to keep the momentum and vision alive!

**2005-06 Unifying Directives**

- Craft a Wholistic Strategic Plan researching context, that is Biblically-based and theologically sound cooperatively with Staff Vision Team to organize and put glue on the Circle of Life vision, Equipping Ministry processes, refining functional structures, and including the Serve the City church movement.
- Provide vision and leadership for the implementation of a strategic plan for discipleship.
- Evaluate staff positions and their effectiveness and make recommendations for further ministry development and equipping strategies.
- Give oversight through visioning, goal setting, and strategic planning to the development of Children, Teen, and Family Ministries.
- Partner with Pastor Dan Kolander to provide leadership and direction of the yearly visioning process with the Ministry Development Team, Staff Vision Team, the staff and overall church leadership.
- Develop a quarterly Leadership Huddle for small group and ministry team leaders for the sake of extending vision, communication, and empowering leadership on the frontlines of ministry.
- Provide a link between mainline congregations and Evangelicals for the sake of networking and serving together to become a city-wide church of irresistible influence.

**2005-06 Ongoing Responsibilities**

*Include Measurables, i.e. Goals, Tasks, Dates of Completion, and Hours Weekly*

Leadership Development: Coach, equip and support shepherding staff and shepherd leaders for their personal growth and encourage leadership development.	Hours Weekly: 4
Congregational Shepherding: Expand my relational connection to our congregation and leaders, and provided ongoing pastoral support and care. This includes hospital visitation, spontaneous and strategically planned lunches or coffee talks, and recreational opportunities.	Hours Weekly: 6

**Comment [dp5]:** Are you sticking things up on the wall now? Are you trying to develop an action plan or illustrations for the circle of life?

**Comment [dp6]:** To me this is a wall of 2x4 studs. What do you mean by functional structures? Committees?

**Comment [FLC7R6]:** Dude, Functional structures is NCD terminology talking about systems, staff, leadership teams, etc.

**Comment [dp8]:** Be more specific. Are you just observing or helping develop action plans, goals, visions, etc.

**Comment [FLC9R8]:** Great suggestion!

**Comment [dp10]:** How is this different from what you are doing above? Do you really mean that you are going to be the driving force behind the yearly retreat and church development review?

**Comment [FLC11R10]:** Yes, I have been the facilitator to make sure things are happening....this role will give me clear authority to do so.

**Comment [dp12]:** I thought Evangelicals was mainline. Do you mean us? Us locally. Us Iowa, Us synod?

**Comment [FLC13R12]:** We are NOT under the Evangelical branch, but mainline typically

**Comment [dp14]:** I would have used "Metrics". How do you plan on keeping the metrics? Daily time log?

**Comment [dp15]:** Staff leadership, lay leadership or both? You might want to be more explicit between the developmental efforts aimed at FLC staff and those aimed at lay leadership, such as Council, or Faith Chest Leadership. Wait, no needs on the last one.

**Comment [dp16]:** Avoid first person.

2005-06 Ongoing Responsibilities Continued	
Include Measurables, i.e. Goals, Tasks, Dates of Completion, and Hours Weekly	
Discipleship: Provide opportunities for men and potential leaders which will allow me to pastor them in the Word, prayer, and deeper fellowship. This will entail facilitating, "The Quest for Authentic Manhood" for 24 sessions on Friday mornings at Panera's SW at 6:00am.	Hours Weekly: 2
Administration: Planning, promoting, and administering the details related to the Circle of Life and Equipping Ministry strategic action plans. Participation on the Ministry Development Team and Staff Vision Team.	Hours Weekly: 10
Worship Leader: Lead liturgy or preach each weekend for all three or four services, including preparation.	Hours Weekly: 5 to 25
Need- Oriented Evangelism: Continue to expand and network evangelism opportunities in the church at large specifically through LCAE (Linn County Association of Evangelicals), the <i>Serve the City Initiative</i> , and <i>Watershed</i> .	Hours Weekly: 3
Miscellaneous: this would include unexpected and unplanned for additional responsibilities that occur on a weekly basis that are hard to anticipate and plan for. Performing pastoral duties including general counseling, pre-marital counseling, weddings, funerals and spontaneous moments of staff mentoring.	Hours Weekly: 5
Staff/Leadership Communication: Weekly Staff Meetings, Pastors Meetings, Staff Vision Team and Ministry Development Team Meetings, e-mails, phone calls, face-to-face contacts.	Hours Weekly: 5
Ministry Development: Read, explore, and test out different potential strategies for discipleship and evangelism (i.e. Alpha Course, Discipleship Triads, Life Transformation Groups, City-wide Men's Ministry).	Hours Weekly: 5
Total Hours per Week: 45 to 55	

**Comment [dp17]:** I would have used "Metrics". How do you plan on keeping the metrics? Daily time log?

**Comment [dp18]:** In what form?

**Comment [dp19]:** How often a month? Every weekend and you are gonna burn out dude.

**Comment [dp20]:** I doubt this is enough. The 80% rule is a good one to follow. Load 80% of your schedule. The last 20% is used for changes in schedule, slack time, and the unexpected.