



✉ P.O. Box 572 00232 Ruiru, Membley Road ☎ 020 2550000, 020 2335555 🌐 admin@membleybaptist.org www.membleybaptist.org

Member Care Pastor Job Description FOR MEMBLEY BAPTIST CHURCH...

Position Title: Member Care Pastor

The Member Care Pastor expected to Provide Guidance, leadership development and member care in leading the church body in functioning as a New Testament Church therefore fulfill the Great Commission. Matthew 28:18-20

This will help Membley Baptist Church reach the Membley Community & beyond with the gospel of Jesus Christ.

Position Summary:

The Member Care Pastor reports to the Senior Pastor and is accountable to the senior pastor, Chair of Trustees and Church Council (**1 Corinthians 14:40**).

Personal Characteristics

1. To prioritize your personal spiritual health and that of your family through study of the Word, corporate & family worship and a heart to minister to the spiritual needs of the members, visitors, staff and even institutions we are in partnership with.
2. To be genuinely concerned for the spiritual health of the Church (Adult, Youth, Teens & Children) and by extension to visitors to this Services & also during the week. The primary focus is Adults .
3. To maintain an attitude of prayer, humility, thanksgiving, generosity, creativity, and love by seeking Christ and the fellowship of other staff members & officials of MBC.
4. On decisions that would impact on finances (committing the church), controversial, political, or populist points of views with staff, members or even visitors, to consult with Senior Pastor and may escalate to Chair Trustees before presenting the Church Position. **NB Above will not apply where there is already a laid down constitution, policy or procedure. Thus it is only on exceptional cases.**
5. To provide servant leadership to the Ministers & staff (Adult, Youth, Teens & Children) for effective service so that they may serve at their best.
6. Team spirit - to participate in respective meetings as scheduled requiring your attendance.
7. As a staff member and a stakeholder in the growth and success of this church it is a requirement to attend the respective prayer meetings & home fellowship for personal growth, leading by example and corporate growth.
8. In keeping with scripture uphold the virtues espoused for the office of Pastor in 1st Timothy 3:2-7, 1st Peter 5:3 & Titus 1:6-9 such as upright, peaceful, financial integrity-not solicit funds, devoted to wife et al

"Arise and shine for your light has come. And the glory of the Lord is risen upon you." Isaiah 60:1





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Visitation
1. Guests' visits
2. Waiting on guest
3. Guest call-ups and write-ups
4. Needy members(social, physical & spiritual)

Follow-up
1. Sick and bereaved
2. Non- attendance in two weeks
3. Celebrations
4. New believers
5. Counseling

Adult Services
1. Be in attendance to receive those who make decisions for Salvation
2. Be in attendance to receive the guests
3. Liaise with Deacon in charge & Senior Pastor for smooth running of Service
4. Be in attendance and participate in Child dedication

Coordination of House Groups
1. Leadership development
2. House group multiplication
3. Reviving the declining House groups
4. Better together across the church/ revival meetings

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| 5. Zone bonding/ Evangelism |
| 6. Family Fun Day |

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| Reporting & Performance Management |
| 1. Weekly update to Senior Pastor on Visitations & House Groups |
| 2. Weekly summary of visitors (feasible) sharing with House Group Leaders for follow up |
| 3. Monthly Report on status of Visitors, follow up House Group Leaders, copy Zone Leaders |
| 4. Review meeting with each Zone Leader on status of Zone at least once a quarter |

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| Reporting & Performance Management |
| 5. Have a Zone Leaders review meeting with Senior Pastor on status of Zone every 4 Months + a Report |
| 6. Develop and update monthly a House Groups + Zone Status Report (Includes Growth, challenges & Opportunities) |

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| Personal Discipline |
| 1. Time management |
| 2. Courtesy |
| 3. Dressing – modesty |
| 4. Self-driven |
| 5. Growing in Discipleship |

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| Character |
| 1. Attitude |
| 2. Attendance |

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3. Accountability
4. Diligence/hard work
5. Commitment
6. Patience

Leave Management –Entitled to one calendar month per year

Any other task assigned by Senior Pastor

STATION

MBC Church Office – On 2nd Floor

Working Hours –Flexi Due to Nature of Visitations & Membercare/ House Groups

Monday- Off

Day

Tuesday, Wednesday, Thursday, Friday 9:00-2:00 PM

With a 1 Hr Lunch Break.

Evening

Tuesday, Wednesday, Thursday, Friday 5:00-9:00 PM

Saturday- Off

Sunday - Full day, when need be extend to evening

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