

APPENDIX 7  
POSITION FOCUS SHEET

2005-06 Position Focus Sheet  
Ministry Information

Name: Pastor Tom Pietz  
Ministry:

**Position Title:** Associate/Executive Pastor

**Purpose of Position:**

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[dp3]  
To develop, advance, and facilitate a strategic plan for maturing, mobilizing, and multiplying disciples mobilized for missional ministry.

**Ministry Overseer:** Senior Pastor Dan Kolander

**Relates Closely With:** Council, Ministry Development Team, Staff Vision Team, Director of Discipleship and Small Groups, Director of Children and Family Ministry, Director of Teen Ministry

**FLC Mission Statement & Core Values:**

“To know Christ and make Him known”

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><b>2005-06 Unifying Directives</b></p> <ul style="list-style-type: none"> <li>● Craft a Wholistic Strategic Plan researching context, that is Biblically-based and theologically sound cooperatively with Staff Vision Team to organize and put glue[dp5] on the Circle of Life vision, Equipping Ministry processes, refining functional structures[dp6], and including the Serve the City church movement.</li> <li>● Provide vision and leadership for the implementation of a strategic plan for discipleship.</li> <li>● Evaluate staff positions and their effectiveness and make recommendations for further ministry development and equipping strategies.</li> <li>● Give oversight [dp8]through visioning, goal setting, and strategic planning to the development of Children, Teen, and Family Ministries.</li> <li>● 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[dp10].</li> <li>● 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.</li> <li>● Provide a link between mainline congregations and Evangelicals[dp12] for the sake of networking and serving together to become a city-wide church of irresistible influence.</li> </ul>	
<p><b>2005-06 Ongoing Responsibilities</b></p> <p><i>Include Measurables[dp14], i.e. Goals, Tasks, Dates of Completion, and Hours Weekly</i></p>	
<p>Leadership Development: Coach, equip and support shepherding staff and shepherd leaders for their personal growth and encourage leadership [dp15]development.</p>	<p>Hours Weekly: 4</p>
<p>Congregational Shepherding: Expand my [dp16]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.</p>	<p>Hours Weekly: 6</p>

<b>2005-06 Ongoing Responsibilities Continued</b>	
<i>Include Measurables</i> [dp17], i.e. <i>Goals, Tasks, Dates of Completion, and Hours Weekly</i>	
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 [dp18] on the Ministry Development Team and Staff Vision Team.	Hours Weekly: 10
Worship Leader: Lead liturgy or preach each weekend [dp19] 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 [dp20]
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	