

# MINISTRY PLAYBOOK

PASTORAL ASSISTANT TEAM

SEPTEMBER 2023 // WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN DEVELOPMENT



GRACE CHURCH

# STATEMENTS & VALUES

---

## Vision Statement

*We are one church in many locations, multi-cultural and multi-generational, spreading the hope of Jesus until everyONE hears.*

## Mission Statement

*We want everyone to Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference.*

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

# **YOUR JOURNEY AT GRACE**

## **ENCOUNTER**

Salvation.

Baptism.

New Believer's Course.

## **GROW**

Membership Class.

Campus Social.

## **ENGAGE**

Life Groups.

Freedom.

The ONETeam.

## **GO**

Family.

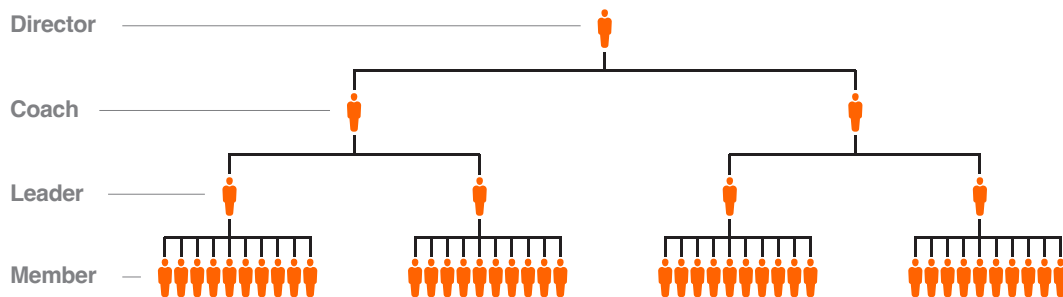
Community.

Missions.

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

# THE LEADERSHIP PIPELINE



## Director.

*ONETeam Directors provide leadership, development and accountability for ONETeam Coaches. As a member of the Campus Lead Team, these Directors turn strategy into action and ensure the objectives of the ministry playbooks are met.*

## Coach.

*ONETeam Coaches support ONETeam Leaders. These dynamic individuals are focused on leading teams of 1 to 5 ONETeam Leaders.*

## Leader.

*Teams are made up of no more than 10 Members, led by a ONETeam Leader. The role of the Leader is critical to “running the play” for the ministry.*

## Member.

*The backbone of volunteerism at Grace Church is The ONETeam Member! These are the hands and feet of ministry.*

This illustration represents the Leadership Pipeline in an ideal state. This will be developed over time with Campus Leadership.

# STATEMENT OF PURPOSE

---

*The purpose of the Pastoral Assistant Ministry at Grace Church is to provide support to the Pastors and Special Guests on all matters, both small and large. Assistants shall operate as an aid to the pastors before, during, between and after all services.*

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

# ROLES

---

## *Team Organization Chart*

**Campus Pastor**

**Associate Campus  
Pastor/Director**

**First Impressions  
Director**

**Pastoral Assistant  
Leader**

**Pastoral Assistant  
Member**

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

# POSITIONS

---

*Below are the roles associated with the organization chart above. Remember, this pipeline is designed to scale with the size of the department and campus. These roles have been listed in order of what is recommended to scale to.*

## **First Impressions Director**

*This individual will oversee all departments within First Impressions, offering support, value and leadership to all Coaches.*

## **Pastoral Assistant Leader**

*All Pastoral Assistant Leaders are responsible for ensuring that their teams are staffed for each service. This will include scheduling Members via Planning Center Online and verifying that all positions have been successfully filled. Leaders should be aware of any prayer requests or special circumstances of each Member of their team. Remember, this is the team that God has given YOU to care for.*

## **Pastoral Assistant Member**

*The Pastoral Assistant is responsible for ensuring that the Pastor's or Speaking Guest's preferences for speaking are met. This includes, but is not limited to, the preferred type of iPad holder, beverages, cough drops, etc. Part of this position also requires helping to create an organized environment for members or guests to meet the Pastor between services. In case of an emergency, the Pastoral Assistant will assist the Pastor as needed. Due to the sensitive nature of this position, the Pastoral Assistant must always maintain confidentiality.*

*NOTE: This position reflects the Pastors of Grace Church, so it is important to conduct yourself accordingly. This includes dressing and comporting yourself in a manner that is both professional and Godly.*

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

# POSITIONS

# RESPONSIBILITIES

---

*As we serve on the Pastoral Assistant Team, our strategy is focused on ensuring the Pastor or Special Guest has everything they need to be able to minister without unnecessary distractions. Pastoral Assistants must be attentive to detail, proactive, sensitive to God's Spirit, faithful, devoted to the mission of the Pastors and Grace Church collectively, and they must exemplify a servant's heart.*

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

RESPONSIBILITIES



# ENVIRONMENTS / MATERIALS

---

*The Pastoral Assistant environments consist of anywhere the Pastor or Special Guest may go – which can be anywhere on campus at times.*

*The primary concern of the Pastoral Assistant is less about the physical environment and more about the ease of the Pastor or Special Guest in moving about, engaging with the Members and Guests.*

ISSUED BY:  
GRACE CHURCH // SEPT 2023

WORKING DOCUMENT  
THIS PLAYBOOK IS STILL IN  
DEVELOPMENT

ENVIRONMENT  
/ MATERIALS