



POSITION DESCRIPTION

Shepherd for New Staff

Summary: Under the general direction of the COO and working closely with the Entrust mobilization and leadership teams, provides ongoing shepherding and supervision for new staff. The shepherding process begins with receipt of an application and continues through the position appointment, support development season, preparation for deployment and transition into ministry. The shepherd encourages the relationship between the supervisor/team leader and prospect/applicant by overseeing the process through accountability and follow-up.

Reports to: COO

Commitment: Full-time

Location: Flexible

Compensation: Raises support

SPECIFIC AREAS OF RESPONSIBILITY

- Provide guidance and coordination of all aspects of onboarding new appointees.
- Assist the supervisor/team lead in developing a personal, tailored preparation plan for each appointee, including networking, possible vision trip planning, courses/studies for self-development, to assist in smooth transition into full-time ministry.
- Provide appropriate guidance to Entrust team leaders and encourage regular, scheduled communication between appointees and team leaders throughout the onboarding process.
- Assist in the development or appropriation of internal training resources related to the shepherding and onboarding of new staff, including participating in New Staff Orientation in Colorado Springs.
- Meet monthly with each appointee, online or in person, to discuss personal support development work, including overall progress, calls made, presentations, written correspondence.
- Schedule and conduct quarterly status briefings between each appointee, their support development coach and personal mentor and others such as future supervisor, as needed.
- Provide guidance and mentoring in the visa application process, gathering needed documents and preparing for relocation.
- Establish and nurture supportive relationships with local churches and connect potential supporting churches with appointees, as appropriate.

- Participate in and present workshops at seminary campuses with the mobilization team, engaging students with the possibilities of joining Entrust.

OUTCOMES

- Appointees will benefit from intentional care and guidance while coming onboard, raising support and preparing to serve with Entrust.
- Appointees will receive high quality, thorough, personalized training and preparation for ministry with Entrust.
- Local churches will grow in understanding of and support for Entrust and will increasingly seek to send members to serve with Entrust.
- Entrust will experience an increase in mobilizing and sending appointees to the field, with a streamlined process from start to finish.

QUALIFICATIONS

Professional Qualifications

- Excellent supervision skills.
- Experience in support development and supervising those raising support.
- Excellent interpersonal and communication skills in both written and spoken forms.
- Ability to take initiative, prioritize workload and coordinate with many appointees.
- Familiarity with Microsoft Office software; interest and ability to learn other software as necessary.
- Successful completion of Entrust's *Facilitating Relational Learning* (FRL).

Personal Qualities Desired

- Able to think and plan strategically.
- Self-motivated/self-starter.
- Flexible and adaptable to change.
- Experience giving presentations and/or facilitating planning processes.
- Shepherd's heart, including excellent listening skills and ability to give guidance as needed.

Spiritual Qualities Desired

- Growing Christian who is personally following Christ and active in a local church.
- Consistent devotional life.
- Ability to bring a spiritual perspective to work as demonstrated in attitude, faithfulness and interpersonal relationships with others.
- Team spirit and a teachable servant's heart.
- Agreement with Entrust Statement of Faith.