



Turning Point Ministries Job Description- San Diego Headquarters

Theological Correspondence Pastor

Turning Point for God is the radio and television ministry of Dr. David Jeremiah, senior pastor of Shadow Mountain Community Church. It is an international ministry with a vision to reach every language group in the world with the Gospel and the teachings of God's Word. From a modest beginning over thirty-five years ago, Turning Point is now accessible by 2.5 billion people worldwide every day through radio, television, and the Internet.

The following reflects management's definition of essential functions for this position, although this list is not all-inclusive to what tasks may be assigned. Turning Point reserves the right to modify job duties or job descriptions at any time.

Position Summary:

The **Theological Correspondence Pastor** will report directly to the Director of Customer Service. Duties include but are not limited to the following: *Represents TPM's beliefs and values by giving Biblical counsel, prayer and support to constituents with spiritual needs and theological questions. Utilizing written correspondence, the Theological Correspondence Pastor analyzes spiritual issues and guides constituents in Biblical truth and application with the express intent to further deepen their walk with God and to cultivate spiritual disciplines. The Theological Correspondence Pastor ensures all communication is according to Dr. David Jeremiah's perspective of the spiritual issue, TPM's Statement of Faith and ministry values. The Theological Correspondence Pastor has a responsibility to bear the fruit of the Spirit and to accurately express the ministry's beliefs and values in all interactions with constituents, staff members, and vendors.*

Essential Functions:

- "Letter/Email/Call Follow-up" Correspondence:
 - Need Assessment: Analyze the customers letter/email/call to determine the need.
 - Response Formulation: Empathizes with the person. Includes practical principles that are drawn from biblical truths. Reflects Dr. Jeremiah's thoughts on the issue. Integrates helpful perspectives from Christian counseling. Guides toward quality resources. Gives Christ-centered hope. Communicates in a written form that is clear, effective, and grammatically correct.
 - Letter/Email/Call Management: Works with Coordinator of Theological Correspondence and Theological Correspondent in managing the workload to provide timely responses.
- Assist Crisis Call Team with Urgent phone calls (i.e. suicide, salvation, etc.):
 - Help Provide Urgent Response: Expresses Christ's acceptance and love through active listening. Follows similar procedures of "need assessment" and "response formulation" as in letter counsel. Provides accurately biblical counsel. Provides comfort and hope, clarifies choice or options, and directs toward change. Supports through prayer.

Addresses the current needs of the phone counselee and encourages spiritual, emotional, and relational maturity.

- Prays for the needs of constituents they interact with.
- Professional and Personal Growth:
 - Follows a plan for professional and personal growth in areas that improve ministry skills and ministry/department processes.
 - Models TPM's core values through daily conduct.
 - Exerts initiative and drive to improve departmental and organizational operations.
 - Owns problems, creates solutions, and maintains personal accountability for results.

Additional Details

- Upholds and adheres to TPM's mission and vision, Statement of Faith, and model of excellence as a representative of the gospel of Jesus Christ (2 Corinthians 5:16–20).
- Displays the fruit of the Spirit in words and conduct (Galatians 5:22–23).
- Encourages coworkers and constituents (Ephesians 4:29).
- Maintains healthy working relationships with an absence of negativity, complaining, gossip, and faultfinding (Romans 12:16; Ephesians 4:2–3; Philippians 2:1–4, 14; Colossians 3:12–14; James 4:11–12; 5:9; 1 Peter 3:8).
- Stays aware of current theological and Christian living issues by reading and attending conferences. Attends various counseling seminars and reads widely in current Christian counseling journals.
- Hours are 8am – 1:30pm (Part Time), Monday-Friday

Qualifications:

- Seminary trained.
- A belief in, adherence to, and willingness to sign TPM's Statement of Faith.
- Consistent church attendance (Hebrews 10:23–25).
- Daily representation of the gospel of Jesus Christ through conduct that gives evidence of the fruit of the Spirit (Romans 1:16; Galatians 5:22–25).
- Five years in pastoral ministry experience preferred.
- Some advanced counseling courses or seminars very desirable.
- Excellent oral and written communication skills with previous experience editing and writing correspondence highly desired.

Other Requirements:

- Position is at Turning Point International Headquarters in Lakeside, CA.
- Must be a like-minded believer and share our passion to deliver the unchanging Word of God to an ever-changing world.

Please email your resume, cover letter and Christian testimony to jobs@davidjeremiah.org