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Ready-To-Use

CHURCH STAFF

JOB DESCRIPTIONS



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These descriptions are fair use for your own purposes. Feel free to copy them and make them your own. Because every church has a different size, polity, and doctrinal commitment, these job descriptions are general in nature. We recommend you revise them to fit your own ministry context. The job descriptions reflect the generally accepted explanations of these roles throughout the Christian church.



Senior Pastor

OVERVIEW

We're looking for a God-called Christian pastor who can lead our church into the future with conviction, vision, and humility. An ideal candidate has experience leading other churches of our size, demographic makeup, and theological commitments. This candidate will also be an engaging, biblically faithful teacher who can relate to people of different ethnic, socio-economic, and generational backgrounds.

RESPONSIBILITIES

- Serve as the spiritual leader of the church.
- Work with the Worship Leader to plan the worship services of the church.
- Provide overall vision for the direction of the ministry.
- Operate as the church's primary Bible teacher and preacher, responsible for the regular Bible teaching ministry of the church.
- With the support of the Executive Pastor, serve as the overseer for the church staff.
- Conduct weddings, funerals, and baptisms according to the doctrinal commitments of our church as needed.
- Spend an appropriate amount of time in study and prayer in preparation for teaching opportunities.
- Serve as a leader by example in personal discipleship, stewardship, and evangelism.
- Meet with the church's operating board on a regular basis to report on the spiritual, organizational, and financial health of the congregation.
- Develop relationships with other churches and organizations in our community consistent with our church's mission and values.
- When needed, counsel members and families on how to live biblically faithful lives.
- Meet regularly with staff and other church leaders to disciple and train them in ministry.
- Officiate the Lord's Supper/Communion/Eucharist on a regular basis.
- Serve as an ex-officio member of all church committees and teams.
- Ensure ongoing ministry to homebound and nursing home church members.
- Work with the Executive Pastor to lead all staff meetings and retreats.

REQUIREMENTS

- Master of divinity degree. Doctor of ministry degree preferred.
- At least 10 years of pastoral ministry experience (at least 5 years as a senior/lead pastor).
- Significant experience in and demonstrated proclivity toward leadership.
- Commitment to serve within the church's current denominational and interdenominational partnerships.
- Understanding of and willingness to minister within the church's statement of beliefs.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).
- A calling to pastoral ministry.



Executive Pastor

OVERVIEW

We're looking for a business-minded ministry leader who can lead our staff and execute the vision of our church. The ideal candidate is a committed Christian with experience leading organizations by creating systems and processes that help those organizations achieve their goals.

RESPONSIBILITIES

- Support and executes the vision of the Senior Pastor.
- Manage and leads the everyday activities of the church staff under the authority of the Senior Pastor.
- Play an integral role in all personnel decisions within the church staff.
- Supervise staff in a way that maximizes ministry effectiveness.
- Create systems and processes that further the church's ministry objectives.
- Align the ministries and departments of the church around the church's core vision.
- Facilitate an annual strategic planning process to evaluate the ministry effectiveness of the church that concludes in a strategic plan.
- Lead the church's budgeting and financial planning processes.
- Serve as part of the church's leadership team, helping to set the long-term objectives and strategies of the church.
- Maintain an awareness of current trends and best practices within ministries of comparable size.
- Work with the Facilities Team to manage the church's property.
- Participate in pastoral duties (officiating weddings and funerals, counseling, etc.) as needed.

REQUIREMENTS

- At least 10 years of experience managing large teams in either the church or business world.
- Excellent verbal communicator: Comfortable speaking before large groups of people.
- Able to speak the truth in love and deal wisely with conflict amongst the staff and the broader church.
- A master's degree in business, ministry leadership, or a related field.
- A growing personal relationship with Christ.
- Stated willingness to operate within our church's statement of beliefs.
- Willingness to use technology to help the church further its ministry goals.
- Ability to engage people of all generations in the ministry of the church.
- A lifestyle congruent with the biblical requirements for leaders (1Tim. 3:1-13; 2Tim. 2; Titus 1:5-9).
- A calling to pastoral ministry.



Worship Pastor

OVERVIEW

We're looking for a musically-gifted, spiritually-mature, biblically-grounded Christian to lead all worship ministries at our church under the direction of our Senior Pastor. The ideal candidate has experience leading worship at a similar-sized church and experience shepherding worship teams.

RESPONSIBILITIES

- Work with the Senior Pastor to plan the worship services.
- Lead the musical portion of worship services.
- Lead all music ministries in the church.
- Develop a process to regularly identify and deploy new volunteers in the church's worship ministry.
- Shepherd, train, manage, and care for the volunteer worship teams.
- Develop an annual worship ministry budget and be able to work within that budget.
- Look for ways to inspire non-musical worship experiences for the church body.
- Oversee the church's worship tech ministry.
- Attend all church staff meetings and retreats.
- Work with youth and children's ministry leaders to find worship leaders for age-graded worship experiences within the church.
- Oversee the maintenance of all musical instruments owned by the church.

REQUIREMENTS

- 2 years experience leading worship in a similar church setting.
- Significant skill as a vocalist and instrumentalist.
- Broad knowledge of Christian worship music across multiple styles and generational tastes.
- Should be proficient in reading music.
- Should have experience leading and managing teams.
- Bachelor's degree. Some formal training in music (and specifically church music) is preferred.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).
- A calling to pastoral ministry.



Director of Communications

OVERVIEW

We're looking for a senior-level director who wants to use his or her marketing/communications skills to impact our community with the gospel. The ideal candidate thinks strategically and has experience leading a team of communications professionals in a deadline-driven work environment. This role will require a firm understanding of our church's mission and vision.

RESPONSIBILITIES

- Effectively manage a team of staff, freelance, and volunteer content creators and content managers (print, web, video, social media, etc.) in a manner that aligns our various communications venues.
- Consistently provide training opportunities for staff and volunteer team members.
- Serve as the church's brand manager, responsible for safeguarding how the church's brand is portrayed in all communications pieces.
- Work with local media outlets to share the stories about how our church is impacting the community.
- Develop the church's mobile-first inbound marketing and communications plan that will attract new people into our communications channels, deepen their engagement, and strategically bring them into the life of the church.
- Create a system of quality control for all the communication the church produces, from web copy to emails to printed products to videos.
- Take ultimate responsibility for all pieces of church content, including print, email, social media, web, mobile app, etc. Ensure every piece of content is technically effective, grammatically correct, doctrinally accurate, and within the church's brand framework.
- Work with the church's facilities staff to ensure all signage throughout the campus communicates effectively within the brand framework.
- Serve as part of the church's leadership team, helping to inform decisions with an understanding of communications needs.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- Bachelor's degree in marketing, communications, journalism, or equivalent work experience. Master's degree preferred. Some academic work in theology preferred.
- At least 5 years experience leading a team of communications/marketing professionals.
- Excellent communicator (both written and verbal) and creative thinker with the ability to use data to inform strategy.
- Has a mobile-first mindset that consistently incorporates innovation within a communication strategy.
- An ability to manage the different "seasons" of the church, to lean in to work when periods are particularly busy and to lean in to family and other responsibilities during the rest of the year.
- Strong attention to detail.
- Familiarity with the inbound marketing methodology.
- Demonstrated proficiency in marketing automation software (preferably HubSpot).

- Intermediate knowledge of online advertising platforms, particularly Facebook.
- Keen understanding of modern branding techniques.
- Demonstrated understanding of communications to a Christian church community.
- Ability to proofread content and check for both theological and grammatical errors as needed.
- Preferred skills: HTML/CSS, Adobe Creative Suite, WordPress.
- Growing Christian faith and character.
- A commitment to the mission of the church.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Technology Director

OVERVIEW

We're looking for a leader with a passion to use technology to expand the ministry of the church. The ideal candidate will have experience running an organization's technology efforts and have insight on the unique technological challenges churches face.

RESPONSIBILITIES

- Assume responsibility for the IT operations throughout the church, ensuring an excellent technological experience for staff and attendees.
- Develop and adhere to a budget for the church's technological needs.
- Lead efforts to support the technological needs of the staff through the church's support desk.
- Develop a plan for life-cycle management of computer and network hardware.
- Provide the Communications Team with technological support for digital communications (including the website and mobile app).
- Perform routine maintenance on the church's network (sometimes outside of normal work hours).
- Provide technological support for the regular worship services of the church and all other church events.
- Manage the church's relationships with technological vendors.
- Look at [future church technology trends](#) and make recommendations to the church leadership on steps moving forward.
- Recruit, develop, and deploy volunteers for support in technological functions of the church.
- Serve as a technological adviser to the church's senior leadership and other ministry teams throughout the congregation.

REQUIREMENTS

- Bachelor's degree in computer science (or a related field) or related work experience.
- At least 7 years of experience in a technological field (preferably in roles where you had to manage the technological needs of an organization).
- At least 3 years of experience managing other people.
- Proficiency in a variety of technological fields, including VoIP telephony, wireless site surveys and configuration, IT security, and both Windows and Mac computers.
- A detail-oriented personality.
- Participation in all staff meetings and retreats.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Small Group Pastor

OVERVIEW

The Small Group Pastor leads our church's efforts to build biblical community. The ideal candidate should be a Christian leader with experience shepherding and developing [small group ministries](#).

RESPONSIBILITIES

- Care for and oversee the church's small group ministry.
- Develop and maintain a small group strategy that aligns with the overall vision of the church.
- Develop and maintain a system of support for small group leaders and coaches.
- Establish an ongoing training program for small group leaders.
- Recruit and train new small group leaders and coaches.
- Stay current in best practices for church small group ministry.
- Create a strategy for involving more of the congregation in small group ministries.
- Regularly report to the church's Executive Pastor and Senior Pastor on the health and growth of the small group system.
- Provide oversight for the church's gender-specific, interest-specific, and age-specific small groups, along with the church's men's and women's ministries.
- Review small group curriculum for biblical fidelity, ability to engage users, and its fit within the mission and vision of the church. Make recommendations of appropriate curriculum to small group leaders.
- Be available to preach and teach the Bible when asked.
- Serve as a member of the church's leadership team.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- Bachelor's degree (master's degree preferable). Either a degree in Christian education or demonstrable understanding of how people learn.
- At least 3 years experience on staff in a leadership capacity at a local church.
- Demonstrated experience training others in ministry activity.
- A relational and engaging personality that tends to value people over the rote completion of tasks.
- Experience with multiple types of small group strategies.
- An ability to work with people of varying ethnicities, socio-economic levels, and generations.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A personal history of small group involvement.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).
- A calling to pastoral ministry.



Finance Director

OVERVIEW

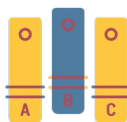
The church's Director of Finance has the responsibility to ensure the church's financial operations are processed and reported with accuracy and integrity. The ideal candidate is forward-thinking and shows a propensity to handle shifting technologies well. We're looking for a Christian leader with experience managing the financial operations of similar-sized organizations.

RESPONSIBILITIES

- Oversee and manage all financial areas of the church, including finances, accounting, budgeting, forecasting, analysis, reporting, financial services, contract negotiation, contract management, and compliance.
- Manage all staff-related areas of finance.
- With the support of the Senior Pastor and the Executive Pastor, develop financial and stewardship goals for the church and ensure those goals are communicated to the staff and broader congregation.
- Ensure the financial staff are adequately trained in emerging technologies that enhance the church's mission.
- Stay current in best practices in financial management for an organization.
- Report to the church's leadership and church membership regularly about the financial health of the church.
- Serve as the church's key contact with financial vendors.
- Work with the Executive Pastor, other staff leaders, and lay committees to define, approve, and execute a budget that prioritize effective stewardship and the church's mission and vision.
- Inform the decision-making process regarding the implementation of financial software as needed.
- Ensure the church has proper insurance coverage to mitigate unnecessary risk.
- Ensure compliance with governmental entities, insurers, lenders, and other entities as required.
- Works with the facilities staff and church trustees to ensure the property is managed properly.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- At least seven years accounting experience. Church or church-related financial management experience preferred.
- Strong understanding of financial accounting, control, and reporting methods and standards within a nonprofit.
- 5 years of experience managing people preferred.
- Bachelor's degree in business or a related field (or a bachelor's degree and related experience). Master's degree preferred.
- Ability to use the church's financial services software.
- Effective at building strategic working relationships.
- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.



Education Pastor

OVERVIEW

We're looking for an Education Pastor to lead our Christian education ministries. The ideal candidate has a keen understanding of how people of all ages and cultures learn, as well as experience shaping educational strategies in a church setting.

RESPONSIBILITIES

- Develop and implement a Christian education strategy for the church that supports the overall church vision and mission.
- Ensure that effective attendance records (including contact information of all attendees) are kept and then loaded into the church management system.
- Lead the process of choosing and implementing curriculum for all ages of the Christian education program.
- Provide leadership for planning and implementing children and youth events that take place during worship services.
- Recruit and train new teachers for Sunday School classes.
- Recruit and train leaders for the annual Vacation Bible School.
- Shepherd and care for the spiritual needs of volunteer church teachers.
- Ensure that an effective children's ministry security system is implemented within the church.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).
- Coordinate outreach efforts for Christian education ministries of the church.
- Work with the church's children's ministry staff to develop a parent feedback system to ensure parental expectations for their children's discipleship are being met.
- Serve as a part of the church's leadership team.
- Be available to preach and teach the Bible when asked.
- Participate in all staff meetings and retreats.
- Work with the Communications Director to develop a plan for communicating the youth ministry activities.

REQUIREMENTS

- Master's degree in education (preferably in Christian education).
- At least 5 years of experience teaching people of varying ages in a church environment.
- At least 5 years experience managing other people.
- An extensive understanding of current education methodologies.
- An ability to work with people of varying ethnicities, socio-economic levels, and generations.
- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).
- A calling to pastoral ministry.



Executive Assistant to the Pastor

OVERVIEW

We're looking for an Executive Assistant to support the ministry effectiveness of our Senior Pastor. The ideal candidate has experience serving in an administrative role for a high-functioning leader. Because this position interfaces often with the church staff and the larger church body, a successful candidate must have a highly engaging and friendly personality.

RESPONSIBILITIES

- Fulfill the administrative needs of the Senior Pastor.
- Answer all telephone calls and emails to the Senior Pastor's office.
- Serve as a "gatekeeper" for the Senior Pastor while ensuring everyone with an inquiry is served in a friendly manner.
- Set up meetings for the Senior Pastor when requested.
- Manage the calendar of the Senior Pastor and ensure he has a clear understanding of his daily schedule.
- Review and prioritizes phone calls, emails, and written correspondence for the Senior Pastor.
- Take dictation and proofread the Senior Pastor's correspondence.
- Maintain the files (digital and print) needed by the Senior Pastor.
- Help to coordinate meetings/events led by the Senior Pastor.
- Run errands for the Senior Pastor, as necessary.
- Arrange ministry-related travel for the Senior Pastor.
- Communicate with volunteer teams that serve the Senior Pastor (sermon research team, etc.).
- Participate in all staff meetings and retreats.

REQUIREMENTS

- Keen sense of organization.
- Empathetic, caring telephone skills.
- A working knowledge of standard office equipment (copiers, phone, computer, etc.).
- Bachelor's degree or equivalent experience.
- At least 2 years of experience in an administrative role.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Basic computer skills.



Youth Pastor

OVERVIEW

We're looking for a committed Christian leader with a passion for discipling young people with the gospel. The ideal candidate is an experienced minister who can relate well with youth, parents, and adult volunteers. This role will require a candidate with demonstrated experience equipping youth for ministry.

RESPONSIBILITIES

- Lead the church's efforts to minister with and to youth between ages 11 to 18.
- Reach out to unchurched youth in the community, engage them with the gospel, and involve them in the work of the church.
- Recruit, develop, and deploy new volunteers for the church's youth ministry.
- In consultation with other youth leaders and senior church leadership, develop an annual budget for the youth ministry and operate within the constraints of that budget.
- Develop a Bible teaching calendar for the youth that takes into consideration the full counsel of God's Word and the spiritual, physical, emotional, and mental needs of the youth in our community.
- Regularly teach the Bible to the youth with conviction, compassion, and care.
- Lead efforts to minister to the parenting needs of the church body.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).
- Establish a long-term vision for how the church engages youth.
- Be available to preach and teach the Bible in adult worship services when asked.
- Develop and execute a strategic plan for the youth ministry.
- Regularly report to the church's leadership about developments in the youth ministry.
- Oversee all summer camping activities the church's youth participate in.
- Regularly lead the youth in short-term missions experiences (alternating between local, domestic, and international).
- Work with other church leaders to find ministry opportunities for youth in the broader church family.
- Review all curriculum used by the church's children's ministry and ensure they are consistent with the church's doctrinal commitments.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- Bachelor's degree. Master's of divinity degree preferred.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- At least 5 years experience ministering to youth and shepherding youth ministry volunteers.
- Strong ability to lead people of varying ethnicities, socio-economic levels, and generations.
- A desire to teach and mentor youth in biblical truth.
- Ability to pass a background check.

- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- A calling to pastoral ministry.
- A lifestyle congruent with the biblical requirements for leaders (1Tim. 3:1-13; 2Tim. 2; Titus 1:5-9).



Human Resources Director

OVERVIEW

We're looking for a human resources professional to serve in this key role as we continue to build our ministry team. The ideal candidate has experience serving in a human resources leadership role in the business world and a strong desire to help the church fulfill its mission. This position will require a candidate who is familiar with human resources best practices and can apply that understanding to the unique needs of a church context.

RESPONSIBILITIES

- Work with the Executive Pastor to develop a comprehensive human resources plan with policies, structures, and processes that support the church staff in areas of compensation, performance and people development, recruitment, training, staff relations, benefits, and communication.
- Provide strategic advisement to staff on leadership and employee development best practices.
- Lead efforts to [recruit potential church employees](#) to fill strategic hiring needs for the church.
- Work with managers to document and update job descriptions for current and future positions.
- Recruit volunteers with human resources expertise who can serve as advisers for the church on current best practices.
- Identify and execute activities that build relationships between various teams within the church staff.
- Keep an accurate record of employment files for the church in a way that ensures the church complies with all state and federal employment laws.
- Coordinate regular staff enrichment opportunities.
- Work with the Executive Pastor to manage the open-enrollment period for church benefits.
- Assist employees in making benefit elections.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- A bachelor's degree in human resources (or a related field).
- At least 3 years of human resources experience.
- Strong organizational skills.
- An engaging personality that can "speak the truth in love," when appropriate.
- A basic understanding of church-related employment peculiarities.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Basic computer skills.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Operations Director

OVERVIEW

We're looking for a Christ-honoring, strategically-minded Operations Director to help our staff manage the use of our church buildings and grounds. The ideal candidate has experience managing properties, particularly of nonprofits. This role requires a candidate with experience managing other people.

RESPONSIBILITIES

- Manage the use of church buildings, assets, and grounds.
- Manage the cleaning and maintenance of church grounds and buildings.
- Develop and adhere to a budget for the church's operational needs.
- Work with the trustees and the Executive Pastor to identify future infrastructure needs for the church.
- Work with the Finance Director to ensure the church's property has a necessary amount of insurance to mitigate appropriate risk.
- Work with other staff leaders to ensure the guest experience on the church campus is welcoming.
- Work with contractors, architects, subcontractors, and other vendors on buildings/grounds projects.
- Serve as a liaison with various governmental agencies regarding property issues.
- Work with outside groups using the church facilities to ensure proper care is given to church property, and manage any contracts or agreements with those groups.
- Manage volunteer teams who help with the maintenance and cleaning of the church property.
- Manage all staff that serve as part of the operations team.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- A bachelor's degree or equivalent work experience.
- At least 3 years experience managing properties in some capacity.
- Experience in church ministry settings preferred.
- Broad knowledge of current trends in property management, maintenance, and mechanical issues.
- Previous experience managing other people.
- Able to make decisions and hold others accountable.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A teachable self-starter.
- A growing Christian faith and character.
- A commitment to the mission of the church.



Outreach Pastor

OVERVIEW

We're looking for an engaging pastor to lead our church's efforts to connect with our community and reach new people. Ideal candidates have an outgoing personality and a significant, demonstrated experience sharing their faith and inviting people to church. This role requires a person who feels equally comfortable ministering to people outside the church building as they do inside the church.

RESPONSIBILITIES

- With the collaboration of other church leaders, oversee all the local outreach/evangelism ministries of the church.
- Recruit, manage, and train volunteers in outreach-related ministries.
- Work with other church leaders to make sure the guest experience is welcoming.
- Regularly train the staff and congregation in personal evangelism/outreach/hospitality efforts.
- Stay up to date on current best practices in church outreach and evangelism.
- Work with other church leaders to define a strategy for assimilating guests into the life of the church.
- Work with the Youth Pastor and Children's Pastor to develop strategies for reaching new families.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).
- Be available to preach and teach the Bible when asked.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- Ability to manage people in a Christ-honoring way.
- Ability to relate to a variety of people, regardless of age, ethnicity, or socio-economic background.
- A bachelor's degree (preferably, the candidate has an advanced theological degree or is working toward one).
- At least 5 years of ministry experience.
- Demonstrated experience sharing faith and inviting other people to church.
- A growing Christian faith and character.
- Excellent written and verbal communication skills.
- A commitment to the mission of the church.
- A calling to pastoral ministry.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).



Creative Director

OVERVIEW

We're looking for a Christian creative professional with a passion to help the church communicate visually within the congregation and to the broader community. The ideal candidate has experience serving in the role of Creative Director (or a similar role) in another organization and an understanding of the unique challenges of doing so within a church context.

RESPONSIBILITIES

- Lead the creative process for creating and executing all creative elements used in weekend worship services and all church communications channels.
- Manage all volunteers, freelancers, and staff involved in visual communication.
- Work with the Outreach Pastor, Executive Pastor, Operations Pastor, and other ministry leaders to ensure the guest experience at the church is welcoming.
- Provide strategic vision for how the church presents itself to the community.
- Work with the Communications Director to ensure consistent branding across all communications channels.
- Create standards for quality control.
- Maintain a working knowledge of individual roles and capabilities in order to provide competent project feedback.
- Ensure the church's mobile app and website have a look consistent with the church's brand.
- Stay current on trends in marketing and communications.
- Develop and enforce (with the support of the Communications Director and the Executive Pastor) all church-wide and individual ministry branding guidelines.
- Identify ways to support and unleash the artistic talents of lay artists, photographers, and designers in the church.
- Participate in all staff meetings/retreats.

REQUIREMENTS

- A bachelor's degree in graphic design, art, communications, or related field.
- At least 5 years of experience serving in a similar role for another organization, where managing the organization's branding strategy was a significant part of the role.
- A demonstrated ability to work with people of all ages, ethnicities, and socio-economic backgrounds.
- A track record of completing creative projects with excellence and punctuality.
- A strong creative flair that can be restrained within a consistent brand strategy for the church.
- An understanding of current best practices for effective staging.
- An ability to manage the different "seasons" of the church, to lean in to work when periods are particularly busy, and to lean in to family and other responsibilities during the rest of the year.
- Basic understanding of modern marketing and branding best practices, including [inbound](#) and [content marketing](#).
- A clear understanding of how to communicate visually in a church setting.
- Demonstrated experience managing people.
- Significant working experience with Adobe Creative Suite products.

- A growing Christian faith and character.
- A commitment to the mission of the church.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Children's Pastor

OVERVIEW

We're looking for a pastor to lead our church's efforts to minister to children in our church and the broader community. The ideal candidate has significant experience ministering to children and parents, as well as experience managing volunteers. This role requires a person who relates well with people of different ages and backgrounds.

RESPONSIBILITIES

- Oversee all programming for children throughout the church.
- Establish and maintain a security system that protects children in our church's care.
- Plan and oversee special events related to children and families, including Vacation Bible School, fall festivals, etc.
- In consultation with other church leaders, define a vision for the children's ministry that contributes to the church's overall vision. Develop a ministry plan to achieve that vision.
- Recruit, develop, and deploy children's ministry volunteers.
- Regularly report to the church's leadership about the accomplishments of the children's ministry.
- Maintain the integrity of the children's Bible teaching time by ensuring the instruction is consistent with the doctrinal convictions of the church.
- Manage all children's ministry staff that work with children from infancy through fifth grade.
- Identify and execute ministry and missions opportunities for children to participate in.
- Be available to preach and teach the Bible in adult worship service when asked.
- Explore emerging technologies that help engage more volunteers in the ministry of the church.
- In consultation with other children's ministry leaders and senior church leadership, develop an annual budget for the children's ministry and operate within the constraints of that budget.
- Review all curriculum used by the children's ministry and ensures they are consistent with the church's doctrinal commitments.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).

REQUIREMENTS

- A bachelor's degree (preferably in education or Christian ministry). Master of divinity preferred.
- 3 years of experience in a full-time ministry situation with children. At least 5 years of total ministry experience.
- A desire to teach and mentor children in biblical truth.
- A growing Christian faith and character.
- Ability to pass a background check.
- Excellent written and verbal communication skills.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A commitment to the mission of the church.
- A sense of calling toward pastoral ministry.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).



Missions Pastor

OVERVIEW

We're looking for a pastor to lead our church's efforts to engage in local, domestic, and international missions. The ideal candidate has experience as a pastor and extensive experience leading missions efforts. The successful candidate needs to have an adventuresome spirit, an ability to adapt to rapidly changing environments, and an effective style of managing volunteers.

RESPONSIBILITIES

- Manage the church's missions staff.
- Recruit, develop, and deploy volunteers for the church's various missions efforts.
- Maintain the church's relationship with missions partners (including church plants).
- Develop and maintain a plan to involve a maximum number of church members in the church's missions efforts.
- Create and execute a long-term missions strategy that takes into consideration biblical teaching, the mission and vision of the church, the unique talents and gifts of church members, and the needs of the church's missions partners.
- Lead church teams to participate in regular mission trips to local, domestic, and international locations, in partnership with missions partners and in support of long-term missions goals.
- In consultation with other missions ministry leaders and senior church leadership, develop an annual budget for the missions ministry of the church and operate within the constraints of that budget.
- [Explore emerging technologies](#) to help church members prepare for mission trips.
- Support and cares for church members who are exploring a call to long-term missions service.
- Regularly report to the church in written form and, when appropriate, verbally on the work of the church's missions teams.
- Participate in general pastoral duties as needed (weddings, funerals, counseling, etc.).
- Participate in all staff meetings and retreats.

REQUIREMENTS

- A master's degree (preferably a master of divinity degree).
- At least 5 years of experience in pastoral ministry.
- Documented record of participation in a variety of missions efforts, including domestic and international mission trips.
- An ability to work with a wide variety of people, including those of different generations, ethnic backgrounds, and socio-economic levels.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- A sense of calling toward pastoral ministry.
- A lifestyle congruent with the biblical requirements for leaders (1 Tim. 3:1-13; 2 Tim. 2; Titus 1:5-9).



Stewardship Director

OVERVIEW

We're looking for a Christian leader to help our church [raise the bar of stewardship throughout the congregation](#). The ideal candidate has significant experience discipling people in how they use their money, time, and talents.

RESPONSIBILITIES

- Establish and maintain a strategy for discipling the church to [become better stewards of their time, talents, and treasures](#).
- Identify, develop, and deploy potential volunteers for the Financial Counseling Ministry.
- Work with the church's Small Group Pastors to review and choose curriculum on money management for small groups to utilize.
- Develop and distribute materials that help church members include the church in their wills.
- Work with other church leaders to teach new members about stewardship in the new members' class.
- Work with the Senior Pastor and the Worship Pastor to include creative ways to effectively [do the giving moment in regular worship services](#).
- Work with the Communications Director to create communications materials that [share the importance of generosity](#) with the congregation.
- Develop a strategy to move [church givers toward full mobile adoption](#).
- Recruit "stewardship champions" to share their stories on the church's website and occasionally during worship services.
- Own the church's digital giving experience, ensuring that it's smooth, secure, and well-communicated to the congregation.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- A bachelor's degree (master's degree preferred).
- At least 10 years of experience in financial management (or church ministry with a strong background in discipling givers).
- An established track record of personal stewardship.
- Experience using technology for mobile giving.
- Excellent written and verbal communication skills.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Inbound Marketing Manager

OVERVIEW

We're looking for a [data-driven](#) Christian marketing professional who can help us manage how we communicate with people throughout the different stages in which they interact with us. The ideal candidate has previous experience with inbound marketing and a keen understanding of [how to apply inbound marketing experience to the work of the church](#).

RESPONSIBILITIES

- Build and manage an editorial calendar of blog posts and content offers that attract interest from the unchurched in our community.
- Optimize the church's marketing automation and lead nurturing process to assimilate the unchurched people interacting with the church's digital content into the life of our congregation.
- Establish a method to analyze and report on the effectiveness of inbound marketing efforts.
- Recruit marketing professionals in the church to volunteer opportunities in the church.
- Work with copywriters (volunteer and staff) to create nurture emails that engage readers and encourage them to act on strategic calls to action.
- Partner with church staff to create inbound marketing campaigns for strategic events and ministries within the church.
- Participate in all staff meetings and retreats.

REQUIREMENTS

- A bachelor's degree (preferably in marketing or communications) or equivalent marketing experience.
- Certifications in inbound marketing, marketing automation, email marketing, etc., from a reputable inbound marketing training resource (such as Hubspot or Marketo) or equivalent work experience.
- Deep understanding of [current inbound marketing methods](#) and best practices.
- Broad understanding of marketing strategies across a variety of disciplines, including social media, copywriting, and basic design.
- A teachable self-starter.
- A growing Christian faith and character.
- A commitment to the mission of the church.
- Understanding of and willingness to serve within the doctrinal commitments of the church.



Social Media Manager

OVERVIEW

We're looking for a Christian social media professional [to help us engage with our community through a variety of social media platforms](#). The ideal candidate will have professional social media experience and a deep understanding of how to use social media within a church setting.

RESPONSIBILITIES

- Create and maintain a churchwide social media strategy (within the church's overall communications strategy) that supports the church's ministry goals.
- Manage the church's social media platforms in a Christ-like manner that engages the community.
- Understand the overall messaging of the church and how it can be implemented most effectively.
- Create and manage [the church's social media ads](#).
- Train the church staff in proper and effective use of social media platforms.
- Manage the social media accounts of the church's senior leaders (if directed to do so).
- Create social media content that is distributed through the various social media channels.
- Respond to questions and concerns posted to church social media accounts.
- Stay up to date with current trends in social media.
- Work with various church ministries to develop specific social media strategies that fit within the church's overall branding and social media strategy.
- Identify, develop, and deploy social media volunteers to enhance the church's social media effectiveness.
- Work with the church's Communications Pastor and/or Executive Pastor to develop staff-wide social media policies.
- Collect and communicate social media metrics that faithfully describe the effectiveness of the church's social media ministry.

REQUIREMENTS

- A bachelor's degree (preferably in marketing or communication).
- Demonstrable experience managing the social media efforts of an organization.
- Deep understanding of current trends in social media and how the medium is used within the work of the church.
- A prudent and careful attitude on the use of social media within the church.
- Some experience using Adobe Creative Suite products.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A teachable self-starter.
- A growing Christian faith and character.
- A commitment to the mission of the church.



Copywriter

OVERVIEW

We're looking for a talented Copywriter who can effectively tell the story of what God is doing through our church in our community and around the world. The ideal candidate has demonstrated experience writing in a variety of contexts, including web copy, social media posts, blog posts, news and feature articles, press releases, scripts, and brief ministry descriptions. This role requires a candidate with a basic understanding of church beliefs and the ability to write within those beliefs. The Copywriter must also have a keen eye for detail and the ability to edit and proofread the writing of others.

RESPONSIBILITIES

- Identify and write about stories within the congregation that demonstrate the activity of God in the church and can move the reader toward specific, strategic actions.
- Write and edit content for most church communications channels, including weekly bulletin, email newsletter, website, press releases, scripts, and social media.
- Ghostwrite occasional articles and emails from senior leaders in the church.
- Edit the content created by others to ensure it is grammatically correct, strategically sound, and within the church's branding.
- Work with the church's Communications Director to establish a style guide to make sure all communications remains consistent in style, tone, and branding.
- Identify, develop, and deploy volunteer church writers to create content for the church.
- Participate in all staff meetings and retreats.
- Complete other writing tasks as assigned.

REQUIREMENTS

- A bachelor's degree in journalism, English, marketing, creative writing, or a related field.
- At least 1 year of experience writing content for a publication (collegiate publications and internships included).
- Writing samples that demonstrate the candidate's effectiveness in writing a variety of content.
- Ability to interact with people from a variety of backgrounds, including generational, ethnic, and socio-economic.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A teachable self-starter.
- A growing Christian faith and character.
- A commitment to the mission of the church.

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