



JOB PROFILE – LEAD PASTOR

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7/12/2021	Initial Document Creation

ROLE TITLE: Lead Pastor

TYPE OF ROLE:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
JOB TITLES:	This position will carry the title Lead Pastor

ORGANIZATIONAL STRUCTURE:	
This role reports directly to:	Elder Body
Titles of roles reporting directly to this role:	None
Titles of roles reporting indirectly to this role:	Executive Team only when acting as part of the Elder Body

Note: This Job Profile provides a generic description of this role and the associated work complexities. It describes the way in which the performance of any individual in this role will be measured, and provides person and job specifications of the role for recruitment, selection and talent development purposes. It does not detail specific activities performed in carrying out tasks associated with this position. Further to the information in this Job Profile, employees are expected to comply with all applicable state and local laws, church policies, work collaboratively, and exhibit a good work ethic.

I. POSITION SUMMARY

The Lead Pastor serves as an Elder with the other members of the Elder Body as the spiritual leaders of Woodburn Missionary Church providing spiritual oversight, direction, vision, and stewardship of each member and family of Woodburn Missionary Church and the individuals directly impacted by the mission and ministries of Woodburn Missionary Church. Additionally, the Lead Pastor serves as the primary teaching Pastor leading and orchestrating the equipping of the body for ministry.

II. JOB RESPONSIBILITIES

- Ensure the sanctity and spiritual integrity of Sunday morning adult worship services – This is the primary element of this job and should take first priority
 - Work with the Executive Team members to execute specific elements of the sermon series, service elements, etc.
 - Prepare and preach the Sunday morning message in a way that connects with and engages people and challenges them to take next steps of obedience toward the likeness of Christ
- Meet with the Campus Pastor regularly to ensure congruency of the vision of the Executive Team and the vision of the church
 - Implement the vision of the Church by facilitating and managing strategic and long-range planning activities
 - Provide support to, and collaboration with, the Campus Pastor as the Campus Pastor oversees the pastoral and office staff
- Serve as an Elder with the Elder Body to develop the vision for the Church and oversee the activities of the body
 - Since this position will also serve as an Elder, it is open only to individuals born male.
- Encouragement and sounding board for the Campus Pastor
- Assist the Elder Body and Executive team in the development of policy and position papers
- Spiritual feeding of the staff as deemed necessary

- Serve as a spiritual resource for staff members in their individual ministries
- Disciple the Executive Team members as necessary
 - Shepherding
 - Mentoring
 - Spiritually feeding
 - Regular communication & connection
- Actively build relationships with the individuals and families of Woodburn Missionary Church
- Oversee weekly adult Bible study/prayer meetings
- Oversee special pastoral ministries such as:
 - Baptism
 - Communion
 - Spiritual Counseling
 - Weddings and Wedding Counseling
 - Funerals
 - Child Dedications
 - Anointings
- Perform other duties as may be requested by the Elder Body

III. GENERAL RESPONSIBILITIES

- Be a part of the worshipping community of Woodburn Missionary Church on a regular basis.
- Attend regular staff meetings, Executive Team meetings, and any other meetings required by the Campus Pastor
- Meet regularly with Campus Pastor
- Be in contact with office staff and provide a timely and accurate schedule of activities
- Keep the congregation informed of events by coordinating the publicity for activities through the appropriate vehicles provided by the church (e.g. newsletter, special mailings, posters, bulletin announcements, web page, etc.)
- Provide monthly reports for the Executive Team and a year-end report for the congregation
- Manage the disbursement of budgeted funds for ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church
- Provide for the keeping of administrative records (requested by the Executive Team, Elders, and Campus Pastor) needed for future planning - such records would include but not be limited to: program activities, attendance, cost, receipts, student and adult volunteers consent forms
- Encourage young people to participate in all facets of the life of the community of faith, including worship, ministry, youth activities, mission trips, service projects, etc.
- Refer prospective families for membership, and unusual circumstances where follow-up is desirable, to the Campus Pastor.

IV. WORKING CONDITIONS

The position of Lead Pastor requires great flexibility in hours available for work, including evenings and weekends. The position is a full time, salaried position and while the salary is based upon a projected 40 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule and hours may vary.

The Lead Pastor is expected to:

- Maintain regularly scheduled office hours in order to be accessible to the congregation
- Be actively engaged in the life and events of the church body
- Actively pursue relationships with congregants

- Maintain a growing Christ following lifestyle
- In the case of extended time away from the office, arrange to receive messages
- Be familiar with and operate within the guidelines set forth in the Woodburn Missionary Church Policy Manual
- Respect the organizational authority of Woodburn Missionary Church as well as the biblical authority given the Elders

Office, office phone, computer, voice mail, email, office internet services, duplicating and secretarial support is provided by the congregation for work related to this position as well as reimbursement for ministry expenditures.

Elder Body must approve continuing education, travel, and expenditures beyond the established annual budget.

V. QUALIFICATIONS AND REQUIREMENTS

Since the Lead Pastor plays a major role in the faith development of the congregation, both as a leader, and as an example, Woodburn Missionary Church seeks a person who:

- Is an active “student of the Word” demonstrating a current and growing commitment to Jesus Christ and, although flawed, seeks to conform to the likeness of Christ more every day
- Is a professional leader who has a solid understanding of the foundations of the Christian faith, is doctrinally sound, and has a strong desire to nurture others in the Christian faith
- Has a calling to serve as Lead Pastor of Woodburn Missionary Church and a passion for ministry both inside and outside of the church
- Agrees with Woodburn Missionary Church’s Beliefs and Core Values and commits to exhibit a lifestyle that is consistent with the same
- Values a team concept of ministry
- Exhibits good organizational skills
- Has a passion for developing and mentoring others particularly staff and lay leaders
- Possesses the qualities stated in 1 Timothy 3:1-7 and Titus 1:7-9
- Has significant public speaking and leadership experience
- Is qualified and willing to become an active member of Woodburn Missionary Church
- Has at least a three-year experience in a significant relevant ministry
- Exhibits excellent verbal and written communication skills
- Has a college degree in ministry (preference for advanced studies)
- Has the ability and willingness to obtain a license from the Missionary Church denomination (will be required)