

## **WOODLAND COMMUNITY CHURCH STAFF MEMBER JOB DESCRIPTION**

**Team Member Position Title:** Lead Pastor

**Reports to:** Woodland Church Members

**Job Status:** Full Time

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The Lead Pastor is a staff position that functions as the Chief Executive Officer (CEO) of Woodland Community Church. This position casts the vision and is responsible for providing spiritual leadership to the church, including maintaining unity, and equipping the congregation to maintain a balance of evangelism, missions, discipleship, and fellowship. The Lead Pastor shepherds the flock and staff by feeding them with knowledge and understanding.

**Supervises:**

- Executive Pastor
- Pastoral Staff
- Administrative Assistant

**Performance Review of this Position:** Provided at a minimum annually by the Church Management Committee

**Duties and Responsibilities:**

Serves as the primary teaching pastor, administers the ordinances, and always oversees the pulpit

Is an ex-officio member of all committees of the church and personally attends all committee meetings of no less than once every other quarter unless excused from attending any meeting by the chairperson of the respective committee

Prior to any changes in the general direction or policy of the church, seeks counsel from and the votes of the committees first and then presents the proposed change for church membership vote

Provides pastoral care

Is the senior pastor of the Pastoral Ministry of Woodland Community Church

Lead and directs staff in the execution of the church's vision and mission. Shapes church and staff culture through healthy presence and effective communication that creates unity and advances the mission

Leads conversations with Executive Pastor regarding overall staffing and ministry strategies

Directs systems and processes that further the church's ministry objectives

Aligns the ministries and departments of the church around the church's core vision

Directs an annual strategic planning process to evaluate the ministry effectiveness of the church that concludes in a strategic plan

Directs through the Executive Pastor the management and leadership of the everyday activities of church staff to maximize ministry effectiveness including:

- Consult, assist, and troubleshoot with other staff regarding their ministries
- Conduct yearly staff evaluations and performance reviews

- Help staff in the development of yearly goals to guide their ministry forward to achieve the mission
- Hold staff accountable for their work

Directs through the Director of Facilities & Operations and/or Executive Pastor the management of Woodland's campus, grounds, facilities, and buildings

Directs staff in the planning of ministry budgets and oversees the annual church budget

Leads weekly staff meetings

Has dedicated office hours

**Other Duties May Include:**

- Maintain an awareness of current trends and best practices within ministries of comparable size
- Assist other ministries when needed
- Pray with, minister to, or counsel persons attending ministry activities
- Have a physical presence during Sunday mornings and Wednesday nights to engage people and support the ministers of Woodland Community Church
- Other duties as assigned and voted upon by church membership

**Qualifications:**

Minimum seminary degree from an accredited institution

At least ten (10) to fifteen (15) years of experience and proven track record in pastoral leadership in a variety of ministries

Possess character traits of honesty, trustworthiness, humility, and authenticity

Must be spiritually grounded

Possess a clear personal love for Jesus and must have a growing, personal relationship with Jesus Christ

Must be Biblically faithful and possess a unique ability to understand and explain God's word

Must be able to clearly articulate and able to share the Gospel in both a public and personal setting

Possess a deep love and burden for people

Excellent organizational skills

Ability to lead and supervise people and motivate them to perform their duties well

Able to speak the truth in love and wisely resolve conflict among staff and the broader church

Basic computer skills, such as Word, Outlook, Excel

Excellent written and verbal communications skills

Ability to work cooperatively in a team environment

Ability to balance workloads and juggle several projects at once

Ability to view this position as a ministry

**Attitudes, Behaviors, and Beliefs:**

Must believe in and follow the core values, statements of beliefs, and culture of Woodland Community Church

Must be a member of Woodland Community Church

Must be a faithful Sunday service attender at Woodland Community Church

Must be a cheerful tither to Woodland Community Church

*This staff member job description is not limited in scope or definition and may be adjusted based on developments or growth of the church organization or structure, administrative directives and/or policies, or policy changes.*