

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

F : 248-879-8572

Position Title:	Regional Hub Pastor – Campus Pastor of Royal Oak
Department:	Campus Administration
Campus:	Multi – Royal Oak, Dearborn, Farmington Hills, Plymouth, Warren
Date:	January 2020
Supervisor:	Senior Executive Pastor of Campuses
FSLA Status:	Exempt

Position Profile:

The Regional Hub Pastor fulfills all the duties of a Campus Pastor who is responsible to lead the overall ministry of a Woodside Bible Church campus, while also serving as the direct report leader and peer mentor of one or more other Woodside campuses. As the Campus Pastor, this position oversees, directs and develops the campus staff and sets the leadership culture that would further the purpose, mission, values and strategies of Woodside Bible Church. As the Regional Hub Pastor, this position supports the Senior Executive Pastor of Campuses by offering direct oversight, accountability, support, strategic thought leadership and development of the other campus pastors assigned to the Regional Hub.

Skill Set:

- Must possess effective discipleship, leadership, administrative and equipping skills
- Is a servant-leader who demonstrates a passion for all people
- Ability to establish and strengthen a gospel-centered church culture that reaches those seeking Christ and empowers others to advance the purpose of the church
- Excellent communicator, able to preach and teach
- Must possess ability to interpret, apply and communicate the Word of God effectively

Experience Qualifications:

- Must meet leadership qualifications as outlined in the Woodside Bible Church bylaws.
- Possesses as a minimum a Bachelor Degree from an approved theological seminary or institution. An earned Master's Degree in divinity, theology or leadership is preferred.
- Possesses a minimum of three years prior pastoral development and ministry experience.

Competencies:

- Adaptability/Flexibility
- Budget/Cost Control
- Congregational Gift Empowerment
- Decision Making/Judgement
- Driving for Results
- Faithfulness
- Family Health
- Feed your Sheep
- Integrity/Ethics
- Interpersonal Skills
- Multiplication
- People Development
- Resolving Conflict
- Servant Leadership
- Teamwork
- Up/In/Out Rhythms
- Vision and Values

Duties and Responsibilities:

Congregational Care

- Oversees assimilation process of visitors into the life of the church; from first visit, to baptism, to their participation in the five expectations of worship, serve, groups, give and growth in the Word.
- Leads and fosters the development and multiplication of groups that function as a primary means of life-on-life discipleship, spiritual growth, congregational care and outreach.
- Provides general counseling and care of members as needed.
- Manages the assimilation pathway (Next Steps Pathway).
- Officiates weddings and funerals, visits the sick, leads baby dedications, oversees the sacraments of baptism and communion.
- Acts as Woodside's liaison to the larger community in which the campus is located. This includes government, schools, and community organizations.
- Identifies areas of personal gifting and passion with the Senior Executive Pastor of Campuses that would serve Woodside Bible Church's purpose, mission and values beyond the duties pertaining to the specific campus.

Administration

- Maintains comprehensive knowledge of campus systems and protocols.
- Maintains open and timely communication with the Executive team. This involves:
 - Updates and briefs regarding current campus or church-wide initiatives.
 - Consistently evaluating ministry effectiveness and excellence based upon the determined metrics and health indicators of Woodside Bible Church.
 - Receiving and communicating direction from Executive pastoral leadership.
- Serves as the primary contact and collaborator between Woodside Bible Church Central, and the key volunteers and staff of the campus.
- Tracks and reports all campus health indicators as required. This involves but is not limited to goal-setting and accurate reporting in the following areas:
 - Worship attendance metrics, serving metrics, those involved in ministries focused on growing in the Word, groups metrics, giving metrics, conversions, membership metrics, baptisms, sharing stories of kingdom movement.
- Conducts strategic planning and implementation.
- Oversees the campus budget planning process and is accountable for the overall campus expenditures.
- Oversees the implementation and alignment of all core ministries according to Woodside Bible Church's ministry DNA and offers relevant feedback as needed to the Central team.
- Responsible to serve as a key catalyst for new campus initiatives in support of Woodside's vision while utilizing any approved funds for stated initiatives.

Preaching/Teaching/Mentoring

- Supervises and directs all campus staff which involves consistent one-on-ones, leading staff meetings, determining development plans, works with the Human Resources department and Senior Executive Pastor or Campuses with all new hires and staff transitions and generally develops a staff culture of trust, discipleship and Christ-centered love.
- Develops deacons, deaconesses and potential elders in concert with the campus tiers matrix of Woodside Bible Church to fulfill the biblical duties of church leadership.
- Serves as a teaching pastor by preaching at approximately 75% of scheduled services.
- Works with the teaching development team and the Senior Executive Pastor of Campuses to identify and train new teachers and preachers.

Regional Hub Pastor

- Reports to the Senior Executive Pastor of Campuses and participates in any meetings specific to the Regional Hub Pastor role.
- Assists the Senior Executive Pastor of Campuses by providing leadership, encouragement and support to the determined Campus Pastors within the region by:
 - Serving as their direct report, which involves minimally monthly one-on-ones and dashboard completions.
 - Leading a staff group focused on soul care and peer-to-peer mentoring.
 - Observing and evaluating campus meetings and worship services as determined in conjunction with the Senior Executive Pastor of Campuses.
 - Assisting in the development of campus trajectories with the Senior Executive Pastor of Campuses as directed.
 - Assisting the Senior Executive Pastor of Campuses in determining where each Campus Pastor is gifted to serve the overall needs of Woodside Bible Church.
 - Collaborating with the Senior Executive Pastor of Campuses and Central team on any other tasks that would support the growth and health of the campuses within the region.
- Serves as the liaison between the Executive team and the Campus Pastors as needed to ensure open and consistent communication lines.

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church.
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent commits to modeling involvement in the 5 expectations of all those committing to Woodside Bible Church's membership.

Additional notes:

The incumbent must be committed to Woodside's Purpose, Mission, Strategy & Values.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	