

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

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<b>Position Title:</b>	Associate Pastor, White Lake Campus
<b>Department:</b>	Pastoral
<b>Campus:</b>	White Lake
<b>Date:</b>	May 2022
<b>Supervisor:</b>	Campus Pastor
<b>FSLA Status:</b>	Exempt

## Position Profile:

The Associate Pastor, White Lake Campus is responsible to assist the Campus Pastor in supporting the vision and direction of Woodside Bible Church, White Lake Campus. Their role is to strategize organizationally in conjunction with the Campus Pastor to fulfill the goals and initiatives of the ministry of the campus, providing pastoral leadership and direction to the staff and key ministry partners who are responsible for the following core ministries: Kids, Students, Outreach, Next Steps, and specified aspects of Adult Discipleship, including Life Groups. They assist in ensuring that the practices, policies, systems, and budget items of the campus are done effectively and in alignment with the DNA of Woodside Bible Church.

## Skill Set:

- Must be a strategic thinker and able to articulate the Campus Pastor's vision with all leadership
- Demonstrated ability to develop a culture of trust, facilitate team relationships, and understand organizational behavioral dynamics
- Ability to oversee the general administration of the campus
- Ability to develop new ministries or church initiatives in keeping with established Central goals
- A maximizer able to grow the effectiveness of present campus ministries
- Ability to provide direct leadership to all prioritized leadership positions as determined in conjunction with the Central team and the Campus Pastor

## Competencies:

- Acting Strategically
- Congregational Gifting Empowerment
- Creativity/Innovation
- Feed Your Sheep
- Know Your Sheep
- Multiplication
- Protect Your Sheep
- Budgets/Cost Control
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Managing Across Departments / Locations
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork

## Experience Qualifications:

- Must meet leadership qualifications stated in the Woodside bylaws
- Demonstrated ability to build and lead a unified team committed to breaking down silos in ministry, focused on common values and goals
- At least 5 years of experience as a leader in for profit, not-for-profit, or church environment with direct management of others
- Required bachelor's degree, with preference given to business, management, financial, or related fields
- Preference given to those with bachelor's or master's degrees in Biblical studies/theology/leadership
- Proven track record of leadership development and multiplication on all levels of leadership from volunteer to vocational, mentoring others as they grow in Christ

- Possesses strong organizational, analytical, and administrative skills
- Must have a pastoral gifting and clear pastoral calling
- Demonstrates a deep understanding of the Word of God in order to counsel, lead, and when needed, to teach with authority and precision (preaching and teaching are not primary tasks of this role)
- Ability to lead the staff with skill and care so that ministry innovations and solutions are identified and implemented as needed
- Must have unity with the ministry philosophy of the Campus Pastor
- Never forgets that he is a "pastor" first and a "manager" second, acknowledging that this role demands a balance between gentle pastoring and effective managing

## Duties and Responsibilities:

**Strategic Leadership and Planning:** The Associate Pastor participates in strategic planning, staff coordination, and completing the goals of Woodside’s campus trajectory. This includes:

- Leads staff direct report leadership meetings and other activities to clarify and execute goals and objectives
- Champions in all areas, the mission, vision, and goals of the church
- Coaches and assists (when needed) all ministry departments as they build their ministry plans, budgets, and specific campus initiatives
- Completes a monthly dashboard to be shared with the Senior Executive Pastor of Campuses and Campus Pastor for the purposes of accountability, goal setting, objective planning, updates, personal health, and spiritual health
- Builds a productive and scalable staff through the recommendation of policies and procedures, participating in the development of job descriptions. Participates in hiring of staff, proposing appropriate staff adjustments, and resolving conflicts

**Administration:** The Associate Pastor oversees the administration of their team through appropriate direct report staff and their leadership teams to ensure the completion of ministry, business, facility, and logistical support functions. This includes:

- Facilitates the budgeting process, providing oversight and direction for all financial activity
- Oversees the adherence to church policies and procedures
- Reports all key metrics and goals for the campus to the Senior Executive Pastor of Campuses and Campus Pastor

**Sunday Responsibilities:** The Associate Pastor has specific responsibilities during weekend worship services. These include hosting services, preaching once/quarter, leading classes, overseeing baptism, and integrating newcomers

**Pastoral Care:** The Associate Pastor assists the Campus Pastor and staff team in the overall discipleship and congregational care needs by mentoring staff, and monitoring congregational needs including hospital visitation, counseling, marriages, and funerals

## Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church
- Committed to being a faithful member in good standing and involved in all five commitments within Woodside Bible Church: Worship, Give, Serve, Word/Prayer and Groups

## 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