

lifepath
church

Staff Job Descriptions

Last Reviewed: 4/1/2010

Lead Pastor Job Description

Last Reviewed: 2/9/2010



OVERALL OBJECTIVE:

To act as God's under-shepherd to the flock, providing spiritual leadership and service to Lifepath Church.

MAIN DUTIES:

- Proclaims the Word of God and administer the Sacraments, working with the Session and its designates to lead the people in worship.
- Moderates the Session and provide overall strategic leadership to the elders and staff.
- Provides spiritual care to the congregation through encouragement, counsel and prayer.
- Serves (as yet undefined) leadership position with the (as yet unnamed community non-profit corporation).

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 40 hours per week

SKILLS & EDUCATION REQUIRED:

- Master of Divinity degree required

POSITION SUPERVISES:

Executive Pastor

POSITION REPORTS TO:

Session of Lifepath Church

Executive Pastor

Job Description

Last Reviewed: 4/1/2010



OVERALL OBJECTIVE:

The Executive Pastor will work closely with the Lead Pastor in strategic development (implementation of the vision) and overseeing staff, as well as share with the Lead Pastor general pastoral duties of the church. He will also be responsible for the adult discipleship ministry.

STRATEGIC PLANNING & LEADERSHIP DUTIES:

- Conducts vision and strategic goal setting; helps define vision and goals as a key leader among staff and elders.
- Assists the staff in developing new ministry programs.
- Assists the church's ministries in developing ministry plans that achieve ministry goals.
- Develops and recommends strategies for ministry growth and program development.
- Meets regularly with Lead Pastor for planning.

HEAD OF STAFF DUTIES:

- Oversees training and development for the staff.
- Coordinates and leads weekly staff meetings and other activities designed to clarify and execute goals and programs.
- Oversees the hiring of staff.
- Conducts direct face-to-face status updates with staff members at least biweekly.
- Streamlines job descriptions, communication, and authority paths that maximize personal creativity, strengths, efficiency, and effectiveness, while minimizing bureaucracy.
- Handles personnel conflicts.
- Establishes church policies and procedures that effectively facilitate the vision.
- Performs annual performance reviews and on-going informal performance feedback.

ADULT DISCIPLESHIP MINISTRY DUTIES:

- Schedules and leads adult discipleship team meetings to equip, guide and encourage the leaders.
- Develops a streamlined, coordinated strategy for adult discipleship.
- Manages small group program, weekly Bible studies, and Sunday morning adult classes.
- Promotes the evangelistic purpose of small groups.
- Recruits group leaders.
- Meets regularly with elder over adult discipleship to set vision and plan.
- Provides and evaluates curriculum for groups.

PASTORAL & OTHER DUTIES:

- Preaches approximately once per month.
- Assists Lead Pastor in providing pastoral care to the congregation.
- Teaches on various occasions.
- Meets with and assists elders over fellowship and member integration.
- Assists the moderator of board of deacons with his/her leadership of the deacons, as needed.

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 40 hours per week

SKILLS & EDUCATION REQUIRED:

- Master of Divinity degree required

POSITION SUPERVISES:

Worship Arts Director, Children & Family Ministry Director, Student Ministry Director, Community Development & Outreach Director, Ministries Facilitator and Financial Controller

POSITION REPORTS TO:

Lead Pastor

Worship Arts Director

Job Description



Last Reviewed: 2/9/2010

OVERALL OBJECTIVE:

To oversee the incorporation of music, multi-media, and technical arts in the traditional and contemporary styles of corporate worship of Lifepath Church. As a member of the ministry staff team, this person works closely with the Lead Pastor, Executive Pastor, Worship Elder, and the worship arts ministry leaders and teams to craft meaningful worship environments primarily for Sunday morning worship services (and other venues, as needed). The Worship Arts Director supports the vision of Lifepath Church through the worship experience at each individual service. The vision in all worship services is to: (1) celebrate God's reconciling love and, (2) reach out to those who do not know God's love in the context of a community being transformed by God's spirit.

MAIN DUTIES:

- Music:
 - a. Oversees and nurtures the music teams and leaders.
 - b. Plans and selects music for the traditional and contemporary Sunday services.
 - c. Identifies, evaluates, arranges and produces new music to be used in worship.
- Visual Arts: (Multi-Media: video, computer, drama, design, dance and other expressions of the fine arts)
 - a. Oversees and nurtures the visual arts team members who use multi-media and the fine arts in Sunday morning services and other events.
- Technical Arts: (Sound, lighting and computer)
 - a. Oversees and nurtures the technical arts team leaders who provide audio, lighting, and computer production for Sunday services and other events.

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 40 hours per week

QUALIFICATIONS, SKILLS & EDUCATION REQUIRED:

- Mature and growing Christian. This individual will have an intimate relationship with God and evidence the characteristics described for elders in 1 Timothy 3 and Titus 1.
- Strongly committed to the authority of Scripture.
- Committed to being a worshipper with a demonstrated skill as a musician and/or singer and the ability to lead worship.
- Vision for using all the arts to provide a creative and culturally relevant means to communicate our love for God and our commitment to His truth.

- Promotes worship as a way of life, not just a Sunday event.
- Has the gift of leadership and is able to teach, train and pastor.
- Must have a sense of call to the purpose and vision of Lifepath Church.
- Self-starter and motivates people to action.
- Must be a “team player” willing to help his/her pastoral associates succeed and be willing to submit to those in authority.

POSITION SUPERVISES:

Various Ministry Volunteers, Pianist, Sound Technical and Visual Technician

POSITION REPORTS TO:

Executive Pastor

This position also works closely with the Lead Pastor on worship matters. Also works with the Worship Elder. Informal conversations to support employee performance will occur on an ongoing basis throughout the year.

Director of Children & Family Ministry Job Description

Last Reviewed: 1/25/2010



OVERALL OBJECTIVE:

To develop, implement and coordinate ministry to children (ages birth through 5th grade) and their parents, as well as oversee, organize, and provide a strategy for discipleship among families. In addition, this position is responsible for collaborating with the assigned Elder to evaluate the discipleship plans for children and families to ensure they are relevant, attainable, and supported by the Church's and Ministry's vision and mission statements. Recruit and train volunteers, and oversee the staffing for infant, toddler and preschool childcare. Assumes responsibility to develop additional volunteer positions, as necessary, for the continual discipleship of children and families represented in this ministry.

MAIN DUTIES:

- Develops goals and objectives for the ministry which align with the overall strategy of the church.
- Assesses the needs of the ministry, effectiveness of its programs, and the climate of the members with children involved in the ministry.
- Serves as a support to the Children's and Family Ministry Volunteer Staff, offering motivation, training, encouragement and guidance, as needed.
- Actively participates in the events, activities, and programs of the Children's and Family Ministry.
- Assesses the climate of and surroundings for the children on Sunday mornings to ensure the children are in a safe and secure environment and that they are being encouraged and fed spiritually.
- Facilitates quarterly meetings with the Children's Small Groups and Family Worship teams.
- Facilitates monthly meetings with the Family Worship writing team.
- Reviews policies and procedures for the children, childcare workers and volunteers and makes revisions to enhance or improve them.
- Develops and implements annual calendar events and activities.
- Partners with the Director of Student Ministry to coordinate efforts and establish continuity between the two ministries.
- Coordinates all programs related to the discipleship of children and their families and any special events relevant to children and their families.
- Recruits and trains volunteers to serve in the children's and family ministry.
- Prays continually for the ministry.

ADMINISTRATIVE DUTIES:

- Implements and maintains a system to track volunteers, children and families within the ministry.

- Continually evaluates the effectiveness of the current security and safety measures to ensure the most effective and secure system exists to meet the highest standards for our children.
- Attends weekly staff meetings.
- Facilitates regular and ongoing communication with volunteers and parents regarding schedules, events and changes.
- Maintains supplies and/or curriculum for each area of the ministry.
- Develops and manages the Children's and Family Ministry budget under the guidance of the Children's and Family Ministry Elder.
- Communicates (at minimum) bi-weekly with the Children's and Family Ministry Elder.

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 40 hours per week

SKILLS & EDUCATION REQUIRED:

- Bachelor's degree in Children's/Family Ministry or Early Childhood Education
- Strong organizational, time management and interpersonal skills are required
- Relevant experience preferred

POSITION SUPERVISES:

Various Ministry Volunteers and Childcare Coordinator

POSITION REPORTS TO:

Executive Pastor and Children's and Family Ministry Elder(s)

Director of Student Ministry

Job Description



Last Reviewed: 2/23/2010

OVERALL OBJECTIVE:

To be the spiritual and administrative leader of the Lifepath Student Ministry and to nurture students in the areas of prayer, discipleship, worship and service.

MAIN DUTIES:

- Plans and leads weekly events for junior and senior high students.
- Conducts all registration and adult leader recruitment for events.
- Coordinates a team of adult leaders so they are fulfilled and can share their gifts.
- Plans and leads adult leader meetings, praying for and discussing upcoming events, seeking solutions to challenges, and celebrating victories.
- Develops a student leadership team and assists them in setting and accomplishing their leadership goals.
- Provides regular communication to students and parents regarding student ministry news.
- Partners with Director of Children's Ministry to develop and implement an overall discipleship plan for children and teens, spanning early preschool through high school graduation.
- Creates and acquires necessary curriculum for the implementation of the discipleship plan.
- Provides spiritual nurture for students (inside and outside the congregation) by offering activities including, but not limited to, the following:
 - weekly small group Bible studies
 - large group fellowship activities
 - spiritual and recreational retreats
 - confirmation class
 - mission trips
 - local service opportunities
- Be available to meet with students on an individual basis to provide prayer, spiritual support and counsel.
- Develops opportunities for college students and young adults for fellowship and spiritual growth.
- Attends student retreats, conferences, trips and other events.
- Seeks out opportunities for personal, professional, and spiritual growth and education.
- Determines annual budget with Financial Controller and Student Ministry Elder.
- be a team member on church staff and attend weekly staff meetings.

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 40 hours per week

SKILLS & EDUCATION REQUIRED:

- Professional or volunteer experience in student ministry
- Bachelor's Degree required

POSITION SUPERVISES:

Various Ministry Volunteers

POSITION REPORTS TO:

Executive Pastor and Student Ministry Elder(s)



Director of Community Development & Outreach

Job Description

Last Reviewed: 1/25/2010

OVERALL OBJECTIVE:

To develop relationships within the Cy-Fair community and Lifepath in order to assess how to position, equip and mobilize Lifepath as individuals and a congregation to impact God's Kingdom in Northwest Houston and beyond.

MAIN DUTIES:

- Schedules missions and community speakers and plans their schedule as it pertains to their time with Lifepath.
- Schedules and coordinates congregational missions equipping opportunities (i.e., Mission Waco, CCDA conference, community action network participation)
- Schedules any missions testimonies for Sunday morning and works with the Worship & Arts Director for presentation of any media needed
- Ensures announcements for missions, outreach and for various drives are communicated through various venues.
- Along with the Missions Elder, oversees and implements the annual missions budget.
- Works with the Moderator of Deacons to set guidelines for the benevolence budget and give insight of assistance evaluation when needed.
- Coordinates with all members of staff and leaders of the congregation for mission trips, outreach opportunities and drives.
- Keeps small groups, adult classes, students and children informed of missions opportunities and help provide equipping for those opportunities.
- Designates leaders and equips them to coordinate any school partnerships, mentoring, community improvement projects, disaster relief efforts, etc. that help fulfill Lifepath's mission and vision.
- Meets with area pastors and church leaders, updating them on community trends, changes and Christian Community Development concepts that better align them with Lifepath and other churches for a Kingdom focus in Cy-Fair.

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Volunteer position

TIME REQUIRED: 40-50 hours per week

- Attend monthly Session meeting, giving an update for community development and outreach.
- Attend weekly staff meetings for coordination of efforts within the congregation.
- Schedule and attend strategic meetings in the community with leaders in order to position Lifepath to best serve the community.

SKILLS & EDUCATION REQUIRED:

- Relevant previous experience required

POSITION SUPERVISES:

Various missions ministry volunteers

POSITION REPORTS TO:

Executive Pastor and Missions Elder(s)

Ministries Facilitator

Job Description

Last Reviewed: 2/11/2010



OVERALL OBJECTIVE:

This position is a combination of communications director, office manager and facility supervisor which is responsible for working collaboratively with Ministry and Pastoral Staff, Elders and church members to accomplish the vision of the church.

MAIN DUTIES:

- Oversees day-to-day office operations to ensure timely and efficient use of church resources:
 - a. supervise Ministry Assistant and Volunteer Coordinator
 - b. administer church adopted policies and procedures
 - c. oversee the planning and coordination of major church events
 - d. act as point of contact with all outside vendors, supervise the purchase of equipment
 - e. act as liaison between rental facility owners and the church
 - f. in the absence of a Volunteer Coordinator, manage volunteer recruitment, training and communication
- Manages all church communications and marketing efforts:
 - a. identifies opportunities for communication, helps shape the messages, target various audiences, and use the most effective media for them
 - b. manages church website
 - c. coordinates, designs and oversees production of worship bulletins, newsletters, brochures and other collateral material in cooperation with ministry teams and program areas
 - d. manages vendors within budgetary guidelines
 - e. designs print advertisements
 - f. develops graphics for use in-house on the website and in advertising
- Actively serves as part of ministry leadership:
 - a. works with Pastoral and Ministry Staff to identify and implement new programs or ministries
 - b. manages church calendar
 - c. participates in staff meetings and retreats
 - d. encourages open communication of new and creative ideas
- Ensures that church property and facilities are utilized in compliance with established policies and procedures:
 - a. establishes and maintains appropriate policies and procedures
 - b. establishes and maintains records on equipment and facilities
 - c. researches, evaluates and signs office-related financial commitments and contracts

POSITION REQUIREMENTS:

TYPE OF POSITION: Full-Time Salaried position

TIME REQUIRED: 35 hours per week

QUALIFICATIONS, SKILLS & EDUCATION REQUIRED:

- Excellent written and verbal communication skills, along with outstanding project and vendor management skills.
- Strong editing, proofreading, organizational and interpersonal skills required.
- Detail-oriented and set high standards for quality.
- Ability to interact, work alongside and team with others is essential, as is the ability to navigate internal resources to generate results.
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that exceeds expectations.
- Capacity to juggle multiple priorities effectively within a fast-paced environment.
- A creative thinker with critical analysis and problem-solving skills, along with flexibility/adaptability and a knack for thinking on your feet.
- Must have working knowledge of personal computing, and be comfortable with both PC and Mac platforms. Familiarity with database and church management system software is highly desirable.

POSITION SUPERVISES:

Ministry Assistant and Volunteer Coordinator

POSITION REPORTS TO:

Executive Pastor

Financial Controller/Treasurer

Job Description



Last Reviewed: 1/25/2010

OVERALL OBJECTIVE:

Perform or manage all accounting functions for Lifepath Church.

MAIN DUTIES:

- Disbursements: vendor payments and reimbursements, payroll, tax payments
- Receipts: deposits, record donations, donation reports
- Personnel: hiring paperwork, background checks, track paid time off, communicate raises
- Tax Filings: 941, W-2, W-3, 1099, etc.
- Monthly Reports: budget analysis, cash flow, others as needed
- Annual Budgets: prepare and distribute information and presentation materials; pledge drive
- Audit: prepare materials, provide information to auditor, review auditor's recommendations
- Performs analysis work of financial data (such as historical trends involving member giving and church spending).
- Communicates areas of financial concern to staff and Session in a timely manner.
- Available to meet with and/or answer questions of congregational members related to church financial topics.
- Participates on church task force teams as necessary.
- Attends staff and Session retreats.

POSITION REQUIREMENTS:

TYPE OF POSITION: Part-Time Hourly position
Treasurer is elected annually by Session

TIME REQUIRED: 20 hours per week

SKILLS & EDUCATION REQUIRED:

- Bachelor's degree in Accounting
- Two years experience within the field of Accounting
- Knowledge of accounting principles and practices, attention to detail, computer skills, ability to communicate information to non-accountants

POSITION SUPERVISES:

Volunteers (Offering Counters, Bank Reconciliation) and Ministry Assistant (deposits, petty cash)

POSITION REPORTS TO:

Executive Pastor and Finance/Administration Elder(s)

Ministry Assistant

Job Description

Last Reviewed: 4/1/2010



OVERALL OBJECTIVE:

Assists in coordinating all church office administrative activity and special events. This position works closely with all office and pastoral staff members and performs administrative support for specific ministries, as needed.

MAIN DUTIES:

- Maintains member database of attendance; update member and guest contact information.
- Manages correspondence with Lifepath guests according to established procedure.
- Answers incoming calls and take messages, as needed.
- Manages incoming and outgoing mail and deliveries.
- Orders office supplies and maintain supply room.
- Makes weekly bank deposits according to procedures set by Financial Controller.
- Distributes petty cash and maintain records.
- Orders food for Hospitality Ministry.
- Coordinates and assist with special events.
- Drafts weekly congregational emails.
- Creates and distributes monthly birthday lists and labels.

POSITION REQUIREMENTS:

TYPE OF POSITION: Part-Time Volunteer position

TIME REQUIRED: Varies based on availability of volunteers

QUALIFICATIONS, SKILLS & EDUCATION REQUIRED:

- Cordial and professional conduct and excellent interpersonal skills.
- Strong written and verbal communication skills.
- Ability to work independently, organizing, prioritizing and following through with details.
- Working knowledge of Microsoft Office software products, and a willingness to learn new technology and skills.
- Previous administrative experience in a volunteer environment is strongly preferred.

POSITION REPORTS TO:

Ministries Facilitator