

# INDEPENDENCE HILL BAPTIST CHURCH

## Discipleship and Administration Pastor

**Reporting Relationship:** Direct report of Senior Pastor

**Serves:** Staff and Members of Independence Hill Baptist Church

**Classification:** full time

### Job Summary and Purpose:

The Discipleship and Administration Pastor is responsible to the Senior Pastor of Independence Hill Baptist Church for developing, sustaining, and growing a discipleship program that is both inward and outward facing. This position is also responsible for administering the business affairs of the church and collaboratively working with church members and staff to achieve the vision and mission of Independence Hill Baptist Church through effective evaluation, discernment, decision making, and planning. The Discipleship and Administration Pastor oversees the processes and systems for the Church including youth, children, new member indoctrination, communications, and areas of office administration, finance, and building and grounds.

### Competencies and Expectations:

- A born-again Christian with a heart for ministry
- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior
- Demonstrated organizational skills
- Ability to execute with multiple and competing priorities
- Ability to articulate and model the vision, values, and statement of faith of Independence Hill Baptist Church
- Proven leadership skills utilizing a cooperative, collaborative team leadership style when appropriate and a directive leadership style when necessary
- Recognize and utilize the talents, gifts and skills of Independence Hill Baptist Church members as well as paid and volunteer staff
- Ability to partner with multiple constituencies of varying generations and consensus build
- Capable and consistent decision maker
- Reliable, trustworthy, detail-oriented self-starter
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality

### Essential Job Functions:

- Provide managerial leadership to the church staff (Student, W&A, Children, Communications, Financial Secretary and Administrative Secretary)
- Develop, sustain, and grow a discipleship program that identifies and engages our current and prospective laity to purposefully match and place talents with needs, while developing and stretching them for future needs
  - Design, Develop and promote adoption of the 'IHBC way' regarding discipleship – how we develop and sustain current laity as well as how we engage with prospective members to create a memorable, inviting experience that draws them back to IHBC with a desire to serve and become part of our missions and ministries. Establishing a prescriptive plan of engagement across all constituencies to create 'connection' will ensure vibrance and energy, and advance our ability to promote outreach and growth
  - Focus internally to ensure our laity is active and vibrant and not allowed to stagnate or burn out
  - Directional guidance of relational ministries such as Sunday School/Small Groups, Men's Ministries and Women's Ministries
  - Oversight responsibility for Weekday Preschool Ministry; set IHBC "brand" direction and requirements
  - Primary strategist for volunteerism
    - Conduct spiritual gifts assessments of new members and encourage and assign volunteer duties commensurate with spiritual gifts
    - Assimilation of volunteers in accordance with their spiritual gifts and the needs of the church; encouraging, training and mentoring volunteers
  - Participate in the selection of church committee team members in partnership with the Nominating committee, provide training, and assist congregation in understanding and utilizing individual gifts, equipping them to use these gifts

- Church Administration
  - Ensure operational readiness of the church through personal leadership and oversight of the support staff (e.g., administration, finance, human resources, supply, and property/facilities management)
  - Timely and effective communications, using multiple communication channels, among staff and congregation
  - Facilitate annual strategic planning process
    - Develop and/or partner in the development of ministry strategies that align to overall mission and vision
    - Establish goals, objectives and metrics for each ministry to drive success and evaluate effectiveness
    - Communicate goals, objectives and metrics to ministry chairs
  - Facilitate annual strategy review and evaluation process
    - Conduct performance and effectiveness evaluation of each ministry
    - Report performance and effectiveness of ministry programs to church
    - Review of mission, vision, and values
  - Annual budget planning that fund and support the accomplishment of the strategic plan and meet critical financial objectives of the church (e.g., cash reserves, debt pay-down, etc.)
- Mission and Vision Management
  - Partner with the Senior Pastor to create and execute upon a strategy that aligns to the mission and vision of the church
  - Ensure alignment of individual programs to the overall church mission, vision and strategy
    - Develop new programs according to established goals
    - Maximize the effectiveness of existing programs
  - Coordinate and implement the ministry programs of the Church through a staff of directors/coordinators/team leads
    - Partner with and/or direct the work of appropriate staff and committee leaders to carry out the mission and ministry of the church
    - Provide leadership to program directors, leads and member
- Staff Management
  - Provide daily management and supervision of Independence Hill Baptist Church staff members
  - Conduct annual reviews with support from Personnel team
  - In partnership with Senior Pastor, conduct meetings with staff members on a regular basis
- Pastoral
  - Involvement, as needed, in pastoral functions such as public prayer, visitation, benevolence, weddings, and funerals
  - Deliver sermon when Senior Pastor is away
  - Various other special assigned responsibilities, as called upon

**Qualifications - Required:**

- Strong Christian values with exhibited commitment to a relationship with Christ
- Proven servant leadership skills
- Excellent organizational skills
- Excellent verbal and written communication skills
- Excellent interpersonal and influencing skills
- Minimum of 2 years of experience in ministry or administration

**Qualifications – Desired:**

- Seminary graduate or working toward graduation [minimum of a Masters of Divinity or Masters of Theology desired]

**Employment Contingencies:**

- Successful completion of a background check
- Willingness to obtain and maintain First Aid/CPR certification