



## Site Pastor Job Description – Church Planting

*Last Update: August 1, 2023*

### **Job Summary:**

The Church Planting Site Pastor of Forward Church is responsible to establish a new local church as part of the Forward Church family. This individual will develop and implement a plan to reach out to a community and work to meet its physical and spiritual needs. As the congregation develops, the Site Pastor will provide spiritual and administrative oversight to minister to the members and adherents of a specific site location of the church.

The Site Pastor will work under the leadership of the Co-Lead Pastors. This person is responsible to create local church expressions that are in alignment with the overall Vision, Mission, and Strategy of Forward Church.

### **Job Requirements:**

- Must agree in belief and practice with the Articles of Faith, Covenant of Membership, and Lifestyle Statement of Forward Church (Section II of Church Bylaws).
- Must meet the Qualifications of Elders (Section V 22.01 of Church Bylaws)
- Must be able to sign and abide by the Engagement Agreement & Conduct (Section IV 18.01 of Church Bylaws).
- Part time hours of 20-25 hours per week.
- Primarily work at a location to be mutually agreed on.
- Eligible to be ordained for ministry by the Fellowship of Evangelical Baptist Churches in Canada

### **Accountability:**

- The Site Pastor is primarily accountable to the Co-Lead Pastors of the church.

### **Job Responsibilities:**

- Prayer – 5%
  - Ensure a culture of prayer amongst members and adherents of the site.
- Community Outreach – 45%
  - Develop and implement plans to meet the physical and spiritual needs of the community with the goal of inviting people to follow Jesus and be part of the church.

- Spiritual Formation of Church Members and Adherents – 45%
  - Following the Forward Church teaching series plan, preach during Sunday morning worship services approximately 40%-50% of the year.
  - Ensure the site is consistently developing leaders and ministry teams.
  - Oversee the implementation of the Adult Discipleship plan of the church within the context of the site.
  - Oversee the Sunday Morning Worship Service in cooperation with other key staff members.
  - Collaborate with the Worship Pastor to ensure the effective and consistent approach to worship music at the church site.
  - Collaborate with church leaders of Student and Children’s ministries to ensure an effective and consistent approach to discipleship for the site.
  - Ensure the site is effectively showing love to our community through acts of service and proclamation of the Good News of Jesus.
  - Provide pastoral care for members and adherents of the site – including weddings, funerals, baptism, Communion, hospital visitation, etc.
- Financial – 5%
  - Responsible to develop a budget for the site in line with the overall church budget
  - Operate within budget guidelines in a way that will maximize ministry impact.
  - Be an important voice to encourage the financial contribution of people who are part of the site.

**Personal Skills:**

- *Servant Leadership:* showing the ability to lead in a variety of contexts in such a way that Jesus Christ and his gospel are central. He should be a self-starter and take initiative. He should be wise, discerning, and know when to be decisive, sensitive, tender, and firm.
- *Relational:* have a heart to care for people.
- *Teaching/Equipping:* be a fruitful, biblical teacher and champion of the Forward Church mission and vision. Teaching should effectively “equip the saints for the work of ministry.”
- *Communication:* able to communicate clearly, concisely, and in a loving biblical manner.
- *Peacemaking:* be able to tactfully unite people with varying perspectives to advance harmony and love, and to achieve common goals.
- *Preaching:* be an effective preacher who will rightly handle the word of God within the parameters of the Statement of Faith and theological beliefs of the church.
- *Team Player:* be an effective team member who is prepared to collaborate and work with other members of the church team to further the vision, mission, and strategies of the church within the context of the site.