

## POSITION DESCRIPTION (ATTACHMENT A): FRONTLINE PASTOR

<b>Position Title:</b>	Frontline Pastor
<b>Award / Level:</b>	Non Award
<b>Department / Dept Head:</b>	Age Groups Oversight
<b>Responsible To:</b>	
<b>Type of Position:</b> Pastoral	<b>Status:</b> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Fixed Term <input type="checkbox"/> <b>Hours per Week:</b> 38
<b>Summary of Position:</b> To pastor and oversee the weekend services ensuring their health and growth. Ensure people are personally cared for and effectively connected into the soul of Hillsong Church and develop and grow as leaders.	
<b>Key Result Areas</b>	<b>Key Responsibilities</b>
<b>1. Church Services and Events</b>	<ul style="list-style-type: none"> <li>• Lead and empower ministry teams to conduct aspects Frontline and for the service you are responsible.</li> <li>• Build the atmosphere, faith and culture of the service.</li> <li>• Arrange and conduct weekend team meetings and pray with all the volunteers.</li> <li>• Shepherd the congregation to which you are responsible through relationship, care, pastoral support and practical assistance.</li> <li>• Support services and events by contributing to an atmosphere of faith and expectation.</li> <li>• Fulfill pastoral and operational responsibilities as allocated to you.</li> <li>• Be the point of contact for all people in your service and for Frontline.</li> </ul>
<b>2. New People Network &amp; Leadership Development</b>	<ul style="list-style-type: none"> <li>• Build and train teams to be involved in; 'Welcome Team', altar calls, follow up of new people and new Christians, 'Welcome Lounge team' and teaching of Discovering Christianity course.</li> <li>• Through teams, help the new people and new Christians find pathways towards personal growth in their Christian walk. This could include facilitating friendship, encouraging to attend Discovering Christianity course, facilitating baptisms (both water and in the Holy Spirit), encouraging to involve in Church life through Connect Groups and volunteering.</li> <li>• Be involved in the planning and running of 'welcome to Church parties'</li> <li>• Train volunteers for effective phone and face to face pastoring.</li> <li>• Build and grow the number, membership and attendance of the connect groups that relate to the service you are responsible for and Frontline.</li> <li>• Build and grow the number, membership and attendance of the volunteer teams that relate to your service and Frontline.</li> </ul>
<b>3. Creative Direction and Leadership</b>	<ul style="list-style-type: none"> <li>• Strategically plan and implement events and programs to reach young adults with the Christian message.</li> <li>• Ensure that all activities and interactions between staff / volunteers and young adults are morally appropriate.</li> <li>• Build, practice and educate people in effective communication methods.</li> <li>• Teach and preach at young adult events and other services.</li> <li>• Conduct programs for young adults.</li> </ul>
<b>4. Pastoral and Practical Support</b>	<ul style="list-style-type: none"> <li>• Promote love of Christ by reaching out to service attendees.</li> <li>• Create an atmosphere of warmth and welcome in the church.</li> <li>• Attend to any emergencies during services.</li> <li>• Praying for and responding to the needs identified in prayer</li> </ul>

	<p>requests and through other channels.</p> <ul style="list-style-type: none"> <li>• Conduct pastoral phone calls.</li> <li>• Identify people in need of assistance, including team members, and organise and /or provide appropriate help.</li> <li>• Liaise with Hillsong CityCare and other welfare agencies to provide specialised assistance to those in need.</li> <li>• Promptly try and resolve any issues between community/church members and team members.</li> </ul>
<b>5. Ministry Teams</b>	<p>Lead develop and oversee ministry teams. This includes the following:</p> <ul style="list-style-type: none"> <li>• Recruit, train, motivate and support ministry team members</li> <li>• Arrange and conduct team meetings</li> <li>• Conflict resolution</li> <li>• Follow up on young adults interested in volunteering and help them to find a suitable team and role</li> <li>• Identify and train potential leaders for supervisory roles</li> </ul>
<b>6. Pastoral Assistance &amp; Visitation</b>	<ul style="list-style-type: none"> <li>• Facilitate support for members of the Church including: <ul style="list-style-type: none"> <li>• Pre-marriage support</li> <li>• Relationship support</li> <li>• Trauma pastoral support</li> <li>• Grievance pastoral support</li> </ul> </li> <li>• Hospital visitation.</li> <li>• Funeral support.</li> <li>• Home visitation.</li> </ul>
<b>7. Administration &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Oversee the compilation of all new people details and update it onto the church database to enable effective pastoral care and follow up.</li> <li>• Prepare weekly pastoral care report.</li> </ul>
<b>8. Logistics and Safety</b>	<ul style="list-style-type: none"> <li>• Supervise the supply of materials needed for the service and age group.</li> <li>• Oversee the food and beverages supply to the welcome lounge.</li> <li>• Learn and implement proper safety guidelines on traffic control for streets and car parks.</li> <li>• Ensure the supply of radios and ear pieces to appropriate people.</li> <li>• Find and close gaps in communications.</li> </ul>

Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

## **GENERAL POSITION REQUIREMENTS**

### **Pastoral Duties**

- a. Responsible for the pastoral care and well being of Hillsong Church's congregation.
- b. Responsible for conducting aspects of weekend church services and other events hosted by Hillsong.
- c. Live a lifestyle in accordance with biblical standards as befitting the position of Pastor at Hillsong Church.
- d. Provide spiritual leadership and authority commensurate with the responsibilities and parameters of your position.

- e. To teach Christian discipleship through instruction, leadership and example.
- f. Endorse and encourage faithfulness towards the practices of the Christian faith and the culture of Hillsong Church.

### **General Duties**

You, the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- c. Comply with all lawful directions given to you by any person duly authorised from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behaviour;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;
- g. Not be engaged or concerned or interested in another business or occupation without the prior written consent of the Church;

### **Character and Personal Qualifications**

Being a staff member of Hillsong Church, the following are necessary:

- a. Relationship & commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;
- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

### **SKILL AND EDUCATIONAL REQUIREMENTS**

Tertiary qualifications in the areas of Theology or Christian Ministry are desirable. Experience in leading, caring for and pastoring people is essential.

### **ONGOING VISION**

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.