



# **Host Pastor – Position Description:**

*Host Pastor lead and develop Host teams to create a 'Welcome Home' experience for every new person and existing Church attendee coming to a weekend service or event in areas including Car Park, Welcome, Hosts, Service Crew, Parenting Room, Resource Centre, Communion and Cafe. This Position Description outlines their position, area of responsibility, key result areas and main tasks.*

## POSITION DESCRIPTION: Host Pastor

*"I see a church that is big enough to dream on a global scale, yet personal enough for every ONE to find their place. I see a church that beckons 'WELCOME HOME' to every man, woman and child that walks through the doors."*

Excerpt from 'The Church I Now See' - Brian Houston



<b>Position Title</b>	Host Pastor
<b>Team Members</b>	Car Park Team Leader, Welcome Team Leader, Service Crew Team Leader, Parenting Room Team Leader, Resource Centre Team Leader, Communion Team Leader, Café Team Leader
<b>Team Leader</b>	Campus Venue Oversight
<b>Purpose of Position</b>	<ul style="list-style-type: none"> <li>- To outwork 'The Church I Now See' by leading &amp; developing Host teams to create a 'Welcome Home' experience for every new person &amp; existing Church attendee coming to a weekend service or event</li> <li>- Lead Campus Host teams across weekend services as well as various other projects &amp; events happening on campus</li> <li>- Ensure leadership structure is set up for maximum productivity &amp; provides leadership growth pathways for individuals &amp; teams</li> <li>- Pastorally build Host area, ensuring each team is effective &amp; healthy in areas of training, support, nurture &amp; vision</li> </ul>
<b>Area of Responsibility</b>	CAR PARK TEAM WELCOME TEAM HOSTS TEAM SERVICE CREW TEAM PARENTING ROOM TEAM RESOURCE CENTRE TEAM COMMUNION TEAM CAFÉ TEAM
<b>KEY RESULT AREA</b>	<b>DESCRIPTION (MAIN TASKS)</b>
<b>LEADERSHIP &amp; TEAM DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>- SET UP: Appoint, train &amp; empower leaders across each operational team within the Campus. Team leaders should be trained in such a way that they not only have the know-how, but also can execute their roles with a strong pastoral awareness</li> <li>- CLARITY: Provide clear job profiles for teams &amp; team leaders, &amp; ensure that each team member is aware of the leadership development pathways within their team</li> <li>- GROWTH: Build &amp; grow the membership &amp; attendance of these teams ensuring that the culture is healthy &amp; that they have a 'no excuses' attitude to growth. This includes ensuring that preparation is done to ensure teams are strong in what could otherwise be potential lull periods</li> <li>- ACCOUNTABILITY: Ensure that the teams are functioning to an acceptable standard in how they function. This accountability also relates to teams involvement in all Church events, where they would be present with a spirit of contribution</li> </ul> <p><b>GROW HEALTHY &amp; EFFECTIVE HOST AREAS</b></p> <ul style="list-style-type: none"> <li>- Review KPIs &amp; key health indicators as relevant to Host areas to see the bigger picture, to help inform 'roadblocks' &amp; strategy moving forward</li> </ul>

	<ul style="list-style-type: none"> <li>- Assess past &amp; current success, &amp; develop strategy for Host teams moving forward</li> <li>- Upskill, inspire &amp; engage teams with team area vision &amp; goals through Host area team injection nights, &amp; build camaraderie &amp; community through team socials</li> </ul> <p><b>LEAD, BUILD &amp; EMPOWER HOST TEAM LEADERS</b></p> <ul style="list-style-type: none"> <li>- Facilitate monthly leadership meeting with Host team leaders &amp; 2ICs – incl. good reports, vision, goals/mission, review KPIs/key health indicators, hold team leaders accountable for outcomes &amp; unify around big picture objectives, ask ‘How can I help you?’</li> <li>- Build, support &amp; empower Host team leaders through one-on-one weekly/fortnightly meetings focused on the needs of the individual, mostly looking at their health as a person &amp; a disciple</li> </ul>
<p><b>CHURCH SERVICES &amp; EVENTS</b></p>	<ul style="list-style-type: none"> <li>- <b>OUTLINE:</b> Lead &amp; empower Host teams to effectively perform their roles, ensuring that team morale is high &amp; that a volunteer spirit is evident</li> <li>- <b>TEAMS:</b> Host teams include (but are not limited to): Car Park, Welcome, Hosts, Service Crew, Parenting Room, Resource Centre, Communion, Café</li> <li>- <b>STRUCTURE:</b> Ensure that the team structures are dynamic, fresh, that they facilitate a spirit of excellence to meet the needs of the weekend services &amp; events</li> <li>- <b>LEADERSHIP:</b> Ensure that there are once-in-a-generation type leaders coming through all levels of each team</li> <li>- <b>SUPPORT:</b> Support services &amp; events by leading teams in such a way that they contribute towards building an atmosphere of faith &amp; expectation</li> <li>- <b>COLLABORATE:</b> Collaborate broadly across the whole spectrum of Church, including the pastoral team as well as teams from every department, to ensure a unified approach towards each task</li> <li>- <b>UNITY:</b> Ensure that these Host teams are part of the greater Campus team &amp; are both recognised in such a way &amp; also understand their contribution as a vital part of the Campus team</li> </ul> <p><b>WEEKEND SERVICES</b></p> <p><b>PRE-SERVICE COMMITMENTS</b></p> <p><b>PRIOR TO VOLUNTEER PRAYER MEETING (VPM) :</b></p> <ul style="list-style-type: none"> <li>- Brief &amp; motivate team, share good stories, develop plans, strategies &amp; discuss progress of volunteers.</li> <li>- Ensure team understand their role (i.e. they know all the different teams within the service &amp; they know how to help people with next steps).</li> <li>- Connect with potential volunteers called via follow ups during the week.</li> <li>- Plan the number of seats made available based on last year’s attendance</li> </ul> <p><b>DURING VOLUNTEER PRAYER MEETING :</b></p> <ul style="list-style-type: none"> <li>- Attend &amp; bring faith-filled atmosphere to VPM</li> </ul> <p><b>STRAIGHT AFTER VOLUNTEER PRAYER MEETING :</b></p> <ul style="list-style-type: none"> <li>- Assist with directing volunteers to foyer/relevant team areas straight after VPM to connect with new or unconnected people</li> <li>- Meet &amp; connect with any new or unconnected people in foyer</li> <li>- Lead team to have seat drops on seats prior to doors opening,</li> </ul>

	<p>based on communications</p> <ul style="list-style-type: none"> <li>- Work with the venue team and make the call as to when the doors of the auditorium are opened to the public</li> <li>- Leading team leaders to initiate and effectively execute the seating of the auditorium in a fashion that is excellent</li> </ul> <p><b>IN SERVICE COMMITMENTS</b></p> <ul style="list-style-type: none"> <li>- Responsible for the team of Host who seat the auditorium</li> <li>- Leading team leaders to initiate and effectively execute the seating of the auditorium in a fashion that is excellent</li> <li>- Know when to make seating calls based on last year's attendance numbers</li> <li>- Work with teams to monitor the flow of people into the building to determine where the flow of people will go and execute accordingly the releasing of seats based on the flow of people</li> <li>- Work with pastors to best fill the auditorium so that the atmosphere is incredible and faith-filled due to seating</li> <li>- Contribute to friendly, faith-filled &amp; expectant atmosphere</li> </ul> <p><b>POST SERVICE COMMITMENTS</b></p> <ul style="list-style-type: none"> <li>- Be present to assist with any Host team leaders queries/needs</li> <li>- Clean up any additional seats there were put out during the service</li> <li>- Debrief with the team any notes from the service to better the team for next week</li> </ul>
<p><b>ADMINISTRATION, COORDINATION &amp; REPORTING</b></p>	<ul style="list-style-type: none"> <li>- ADMINISTRATION: Run teams in a highly organised manner ensuring that details such as team member lists are up to date, Leaders &amp; Workers/Pastoral checks are complete, all relevant reports are submitted on time &amp; in full, ensure all paperwork relating to assets (e.g. car park equipment, café equipment ) is current &amp; up-to-date, budgets are monitored &amp; met &amp; all other details that enable teams to run smoothly &amp; efficiently are constantly covered</li> <li>- COORDINATION: Relay all relevant information relating to specific events &amp; weekend services, keep key team (e.g. Campus Pastors, Service Pastors), relevant area oversights (e.g. Kids Pastor for Parenting Room, Venue Oversight for Car Park, Events Oversight for Communion, NPN Oversight for Welcome team) &amp; Host team leaders in the loop so that the whole Campus team can embrace the service or event as a unified team</li> <li>- REPORTING: Ensure that all weekly reports are submitted in a punctual &amp; thorough manner</li> </ul>
<p><b>COMMUNICATE WITH LEADER</b></p>	<ul style="list-style-type: none"> <li>- Attend regular meetings with Campus Venue Oversight, be empowered to come prepared &amp; answer 'How can I help you?'</li> </ul>