

Membership Pastor Job Description Briarwood Presbyterian Church

Reports to: Shepherding Team Pastor

Department: Shepherding Team

I. Purpose of the Position

Briarwood Church is seeking to hire a full-time Membership Pastor to provide leadership for our membership ministry. He will provide the leadership and shepherding necessary to develop and maintain the effective enrolling and assimilating of visitors and members into the life of our church. The Membership Pastor will directly serve as a pastor in a Congregational Community and shepherd over a prescribed number of Congregational Communities.

II. Position Requirements

EXPERIENCE/ EDUCATION: a clear understanding of the dynamics of membership in a local church; experience serving as a member of a local Church; a commitment to Reformed theology and Presbyterian doctrine; ordained or ordainable in the PCA.

SKILLS: leadership, shepherding, administrative aptitude, and strong people skills are important to effectively serve in this ministry. Teambuilding – must recruit, train, and maintain a team of volunteers to provide leadership in the membership and assimilation ministry; and work well on several teams of people, such as the Shepherding Pastors Team and Staff Leadership Team. Administrative and management skills – oversee the membership ministry and staff; set goals and priorities; keep accurate records; handle expenses and budgets; and direct volunteers. Computer literacy – basic typing; Microsoft office applications and computer skills to work in a Windows environment are necessary; also, must have experience, or an aptitude, to learn computer programs such as our database, ShelbyNext Systems.

II. Position Major Responsibilities

- I. Shepherd our New Members into the life of the Church
This would include providing leadership for the Pastor's Inquirers Class; oversee the assessment of spiritual gifts and talents of members in order to connect them to a ministry; recruit, equip and mobilize lay teams of men and women that serve in assimilation; shepherd all new members after they join to ensure they enroll well into our Church. He must take initiative, be engaging, and be approachable.
- II. Direct the Visitor to our Membership Process
Be engaged in and oversee the shepherding of our visitors; maintain an ongoing ministry of outreach and assimilation to visitors; facilitate the Visitor gatherings; keep track of visitor trends; lead our Welcome Team ministry; and provide leadership over other related initiatives.
- III. Serve the Shepherding Team and Community Pastors
In concert with and under the direction of the Shepherding Pastor, assist the Community Pastors in shepherding members to be assimilated into the life and ministry of Briarwood. Serve the Community Pastors by providing regular accurate information on member involvement.
- IV. Lead the Membership Administration
Lead and manage the Membership Staff Team; oversee all aspects of membership administration; track and monitor membership involvement; develop and present membership reports, maintain accurate membership and visitor records, and maintain an up-to-date database.
- V. Serve as a Shepherding Pastor on the Shepherding Team
Serve as a Community Pastor in a Congregational Community. Shepherd over a prescribed number of Congregational Communities alongside their Community Pastor. Serve with a team of pastors who minister to the shepherding needs of members and visitors.
He will be responsible for all other responsibilities and projects assigned by his supervisor.