

# Ministry Leader Job Description

**Job Classification:** Full-Time

**Reporting to:** Lead Pastor

**Works Closely With:** Lead Pastor, Administrator, Volunteers

**Job Description** – The Ministry Leader will work with the Lead Pastor to achieve the goals of Anchor Church by serving in 4 ministry areas.

## 1. Worship Ministry

As the Worship Leader, he will be responsible for the specific goals related to an excellent, biblically faithful worship gathering. The Worship Leader will be the “producer” of each worship service and special program. Although the Lead Pastor is the “director” in terms of setting the theme and overall direction for worship services, the Worship Leader will oversee and coordinate all the details that a service encompasses.

## 2. Student Ministry

The primary role of Student Ministry Leader is to introduce young people to Christ, disciple them in spiritual growth, plug them into the ministries of the church, and equip them to serve Christ. The Student Ministry Leader also partners with parents/guardians by equipping them to disciple their children. He bears the responsibility for planning, promoting, directing, and executing the ministry/activities for grades six through twelve.

## 3. Communications

The primary responsibility of the Communications Director is to lead in the creation of materials, systems, and strategies for all church communications. The broad scope includes announcements, social media, video production, web presence, print materials, external and internal promotions, and more. The Communications Director also coordinates the planning, implementing, and evaluating of the church’s communications efforts as a way to relate the church’s mission to those inside and outside the church.

## 4. Outreach

The Outreach Leader serves to help Anchor Church engage its community with the love of Christ and the truth of the Gospel. The Outreach Leader works with the Lead Pastor and other ministry leaders and volunteers to plan, promote, and support outreach efforts that invite people to hear the Gospel, experience Christian community in Anchor, and take next steps toward faith and discipleship. This role includes helping coordinate church-wide outreach events, partnering with local ministries and organizations, mobilizing volunteers for outreach opportunities, and encouraging a culture of evangelism and mission within the church.

## Key Responsibilities as Worship Leader:

### Lead musical worship for Anchor Church

- Serve as the primary worship leader for the church.
- Create services that follow the theme of sermon.
- Engage the congregation in meaningful, Christ-centered musical worship.

- Lead songs that encourage multiple generations to participate in singing.
- Provide flow in worship services with transitional instrumentation and prose.
- Oversee creative elements included in musical worship.

### **Coordinate services**

- Work with the Lead Pastor to plan weekly worship services.
- Schedule and communicate with musicians, vocalists, and A/V volunteers.
- Create, arrange, and produce media for worship services.
- Assist in writing liturgy for the service when needed.
- Assist with providing music at occasional services such as weddings, funerals, etc, or arrange for others to do so.

### **Develop volunteers**

- Enlist, audition, teach, and train new musicians and vocalists.
- Recruit and train A/V volunteers.
- Lead weekly rehearsals for the band.
- Enroll people to pray, read Scripture, and recite announcements in worship services.
- Shepherd volunteers by praying, teaching, and creating community with them.

### **Organize the worship ministry**

- Post chord charts, MP3s and other necessary elements for the band each week.
- Manage and maintain all musical, A/V, and media equipment, keeping up to date with developments.
- Create and manage a church live stream for worship services.
- Manage the music budget in accordance with the financial policies of the church.
- Build a library of music and support materials.

### **Key Responsibilities as Student Ministry Leader:**

- Lead and organize effective programs for students that combine fellowship, biblical teaching, discipleship, worship, and evangelism.
- Recruit, train, and shepherd all student ministry volunteers.
- Plan and execute activities for students that build community and Christlikeness.
- Create and manage a student ministry calendar that drives all events, activities, and teaching within the ministry.
- Integrate the mission and vision of Anchor Church into student ministry goals and activities.
- Educate, encourage, and facilitate student participation in church-wide initiatives.
- Plan retreats and camps with music, messages, games, and activities that inspire students to learn about God (e.g., Centrifuge camp, Mission Serve).
- Provide counseling and spiritual direction to students on a regular, individual basis.
- Maintain contact with students and parents to keep them informed of events and activities and maintain a ministry strategy that encourages involvement.

- Collaborate with other church staff to support parents in effectively fulfilling their Christian parenting roles and duties.

### **Key Responsibilities as Communications Director:**

- Collaborate with the Lead Pastor to identify priorities and determine direction for communications efforts based on the church's yearly calendar, goals, and initiatives.
- Work with the Lead Pastor to develop and implement social media and web presence strategies.
- Identify and capture compelling personal stories from within the church and integrate the communication of those stories.
- Establish standards and guidelines for the development and use of the Anchor Church brand.
- Collaborate across various ministry areas to create communications plans, produce communications materials and content, and support event promotion and other needs.
- Create a strategy for the timing and nature of information to be communicated and share the strategy with staff.
- Ensure high-quality and high-impact communications are created for internal and external audiences.
- Recruit, train, lead, and develop coordinators, assistants, and volunteers to help implement communications strategies.
- Provide innovative consultation on the best communications practices.

### **Key Responsibilities as Outreach Leader:**

- Work with the Lead Pastor to align outreach efforts with the mission, values, and vision of Anchor.
- Help cultivate a church-wide culture that values evangelism, hospitality, and mission.
- Identify outreach opportunities that are appropriate to the size, resources, and capacity of the church.
- Assist in planning and coordinating church-wide outreach events and initiatives.
- Partner with other ministry leaders to integrate outreach into existing ministries (worship, students, kids, groups).
- Help develop an annual outreach calendar that supports the church's overall ministry rhythm.
- Build and maintain relationships with local organizations, schools, and ministries for outreach partnerships.
- Help identify needs within the local community where the church can serve effectively.
- Represent Anchor Church in community outreach efforts as appropriate.
- Recruit, equip, and encourage volunteers to serve in outreach opportunities.
- Provide clear communication and direction to outreach volunteers.
- Help identify and develop volunteer leaders to support ongoing outreach efforts.
- Assist in evaluating outreach efforts for effectiveness and alignment with the church's mission.
- Communicate outreach opportunities clearly to the church.
- Celebrate and share stories of God's work through outreach to encourage continued participation.

*The above is intended to describe the general content and requirement for performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.*

## **Strengths & Skillset**

- Passionate about engaging people in musical worship.
- A good “team player” and team builder with experience in supervising, motivating, and encouraging others.
- Able to keep calm under pressure and respond in a measured way in stressful situations.
- Conducts life with the utmost integrity in all situations.
- Able to maintain confidentiality and discretion.
- Proven organizational and administrative skills.
- Able to set realistic goals and targets and be able to set a pace of work that is sustainable in the long-term.
- Relationally engaging with students and parents.
- Strong attention to detail and an eye for excellence.
- Able to exercise discernment and wise judgement.
- Conscious of tone and clear in communication.

## **Personal Responsibilities**

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Anchor Church.

- Meet the character qualifications found in 1 Timothy 3:8-13 and Acts 6:3.
- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give generously of your time, wealth, and energy to the mission of Anchor Church.
- Be loyal to the vision and staff of Anchor Church and always protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest and invite the lost to know Jesus and come to Anchor Church.

## **Your Schedule**

This is a full-time position with designated office hours throughout the week.