



Position Description

Name:
Job Title: Lead Pastor, Sylvan Park
Department: Executive Office
Reports To: Senior Pastor
FLSA Status: Salary Exempt
Hire Date: tbd

Summary

In summary, this role is responsible to build an impactful ministry in Sylvan Park, Nashville's Westside community, including opportunities for people to encounter Jesus through worship, Word, and sacrament; encourage and develop community life, giving, and team experience; and empower congregation to live missionally in order to advance the Kingdom of God.

Required Competencies:

Incumbent reflects a servant-leader posture, grounded in teaching and shepherding staff and congregants in the ongoing growth of the church and integration with the surrounding community. Candidate will reflect a solution minded perspective that is creative, entrepreneurial and collaborative.

Incumbent must exhibit strong listening skills, high emotional intelligence and maintain a position toward an empowered and collaborative work environment.

Essential Duties and Responsibilities (Other duties may be assigned):

Campus Leadership & Development

Lead Pastor will provide all management and responsibility for Sylvan Park to ensure discipleship needs and growth sustainability are met in a timely fashion and in anticipation of projected growth.

- Plan & facilitate substantive Sunday worship services in collaboration with worship team and other teaching pastors as determined.
- Oversee teaching the Word at Sunday worship services, determining teaching needs in alignment with Senior Pastor at COTC Franklin.
- Exhibit and communicate vision casting and related needs for campus growth.
- Evaluate and develop people strategies to ensure timely and impactful pastoral care, first-time guest follow-up, group structure and volunteer assimilation processes.
- Guide and develop volunteer leads in support of volunteer team growth.

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

- Provide consistent communication with all members of the church body.
- Conduct Biblical Guidance and prayer sessions in response to congregant needs.
- Responsible for all Sylvan Park budgets by providing oversight, insight and management of all financial needs and projected growth.
- Determine benchmarks in consult with Senior Pastor regarding community group, stakeholder and water baptisms and targeted giving growth.
- Maintain high-level responsibility over all administrative processes for the Sylvan Park campus, including reporting of weekly attendance and other ministry related discipleship metrics.
- Maintain general oversight of and responsibility for the church facility (internal/external) and related property management matters.

Staff Leadership

Lead Pastor will serve as the leader, mentor and executive management in the development of staff and culture at Sylvan Park, in alignment with the COTC mission and vision.

- Lead church staff by identifying skills, talents and development needs in relation to assigned tasks and accountability requirements, motivating them to excel in their professional roles within the church.
- Establish annual goals, providing updates, and modeling ongoing and honest evaluation and feedback.
- Work in collaboration with all lead campus pastors, including regular attendance of all required staff meetings.

Community Discipleship

Lead Pastor will serve as oversight and direct connection with the Sylvan Park community in the advancement of God's work, as determined by the collective executive COTC team.

- Develop community relationships through engagement and missional midweek activities:
- Foster a culture of outreach with government, business, non-profit and other church leaders to understand needs in the community, develop relationships, and engage in collaborative partnerships in line with the COTC mission.
- Build & support a strong team of missional leaders to serve the community.

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below are representative of the knowledge, skill, experience and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A baccalaureate degree mandatory. Pursue 12 hours of Continuing Education in the related field per year. If not completed already, pursue higher education such as a master's degree within 24 months of hire date and complete within 60 months of hire date. Tuition reimbursement is available, subject to IRS guidelines, as is a Professional Development Budget for conferences and

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certificates.

Must be ordained or willing to go through ordination process within 6 months of start date. As a minister, must be able to perform the functions of a worship service, including communion, water baptisms, weddings, and funerals.

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and high attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within scope of work; anticipate needs and create efficient and effective processes; self motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.

Candidate must live in the Sylvan Park (or West End) community within six months of start date. Must become a stakeholder within ninety days of employment.

Acknowledgement

I certify that I have read and understand the preceding description of my job. COTC is an At-Will and equal opportunity employer. All of our employment decisions (e.g., recruiting, hiring, training, promoting, compensating and terminating) will be made in accordance with applicable laws and regulations.

Name

Date

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