

# Lead Minister

## Full -Time



This position contributes to the mission of Westside Fellowship, a separate campus of Oak Hills Church (OHC), to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing strategic leadership and oversight of the Westside Fellowship staff ensuring the systems, practices and policies of the church accurately reflect Christ and effectively support OHC ministries. With the support of the Westside Elders and OHC, the Bilingual (English and Spanish) Lead Minister will advance Westside Fellowship in the transition of becoming an independent church.

### DEPARTMENT

Administration

### REPORTS TO

Lead Minister

### DIRECT REPORTS

Student Minister (PT),  
Children's Ministry  
Director (FT), Ministry  
Assistant (PT), Weekend  
Worship and Productions  
PT Staff

### WORK WEEK

Sunday - Thursday

### HOURS PER WEEK

40+

### FLSA

N/A

### JOB CLASS

Executive

### MINISTER DESIGNATION

Yes

### DRIVING REQUIRED

Yes

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Provides vision, direction, and oversight for the staff and congregational alignment with the mission and vision.
2. Models Biblical character and leadership qualities (1 Timothy 3, Titus 1, 1 Peter 5 and Galatians 5).
3. Models Spiritual maturity and guides others toward Biblical and Gospel-centric theology.
4. Plans sermon series, maintains preaching schedule, and provides leadership for development of teaching teams and sermon series.
5. Provides strategic and catalytic leadership that gets people moving toward missional engagement and leadership development.
6. Multiplies and develops leaders who recruit and develop people.
7. Provides oversight regarding Staff hires and staffing structure.
8. Empowers their team's ability to deliver results.
9. Serves as "Chief Connector" for Staff, Elders, Volunteer Leaders and Congregation
10. Develops and implements strategic and holistic communication plans across the church
11. Provides leadership and development for Pastoral Care Teams (weddings, funerals, hospital visits, pastoral counseling and coaching).
12. Oversees staff and volunteer leaders in developing mission-centric ministry competencies and programming.
13. Models and guides fiscal responsibility and stewardship for Westside Fellowship within the context of the OHC budget.
14. Other duties and responsibilities as assigned.



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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Behavioral Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

### MINIMUM QUALIFICATIONS

1. Bachelor's and/or Graduate degree or equivalent in Ministry, Biblical Studies or related field.
2. Five (5) years of professional and administrative experience in Church leadership. Experience with church planting strategies and implementation preferred.
3. Bilingual in English and Spanish.
4. Experience can substitute for education.
5. Licensed and/or ordained minister.
6. Valid Texas 'C' Driver's License (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

### KNOWLEDGE AND ABILITIES

1. Knowledge of and confidence in their identity in Christ and specific calling in Kingdom ministry.
2. Knowledge of strategic and collaborative leadership styles and models.
3. Knowledge of the church's relevant history, traditions, successes and pitfalls.
4. Knowledge of the geographic culture or the surrounding community.
5. Knowledge of their team's capacity and margins for delivering results.
6. Knowledge of computer office applications and equipment.
7. Knowledge of English and Spanish grammar and vocabulary.
8. Knowledge of emotional intelligence principles and awareness of self and personality similarities and differences within their team.
9. Displays relational and emotional intelligence that builds trusted credibility and shared ownership within the team.
10. Ability to model collaborative and transparent leadership that builds a sense of community that values and empowers the unique contributions of the team.
11. Ability to model healthy professional boundaries and life/work rhythms.
12. Ability to be an example by being proactive in crucial conversations and conflict resolution.
13. Ability to multi-task and be aware of details.
14. Ability to work independently with limited supervision.
15. Ability to communicate a desired culture and lead from the values of that culture.
16. Ability to motivate and inspire the team toward forward movement with mindfulness of their capacity.
17. Awareness of their own spiritual gifts and functions within the Body of Christ.
18. Ability to ensure that all systems and processes align and accentuate the church's mission, vision and culture.



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19. Ability to identify, encourage, recruit and develop culture champions to whom leadership and authority can be delegated to.
20. Ability to communicate clearly and effectively through verbal and written means in both large and small settings, in English and in Spanish.
21. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
22. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

## **PHYSICAL REQUIREMENT AND WORKING CONDITIONS**

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

**REVISED:** February 2024