



**Job Descriptions for the Staff Pastors of
Hampton Park Baptist Church**

Pastor for Ministry Development	Chris Barney
Pastor for Music and Worship	Fred Coleman
Pastor for Preaching and Teaching	Drew Conley
Pastor for Seniors	Mike Cruice
Pastor for Member Care and Connection	Ben Fetterolf
Pastor for Student Ministries	Joel Gearhart
(Proposed) Pastor for Ministry Operations	Brent Honshell
Pastor for Counseling, Families, and Missions	John Lehman

Chris Barney (Pastor for Ministry Development)

General Job Description: The Pastor for Ministry Development will serve the pastoral team and congregation by coordinating, developing, and communicating the ministries of Hampton Park Baptist Church under the direction of the church's mission and vision.

General Ministry Responsibilities:

- Coordinate – To ensure that the church ministries are all headed in a strategic and unified direction
- Develop – To support and enable ministry leaders to meaningfully engage in the mission and work of the church
- Activate – To look ahead, envision what is on the horizon, and help the leadership prepare the church to further its mission accordingly
- Communicate – To ensure that mission, vision, values, and initiatives are communicated effectively to our staff, congregants, and community.
- Minister – To engage with people on staff, in the church, or community on a personal level to preach the Gospel and make disciples of Jesus Christ.

Specific Responsibilities:

- *Vision Development*
 - Serve as the custodian of HPBC's mission, vision, and core values as they relate to ministry initiatives and strategies.
 - Serve as a facilitator for the pastors toward the development of annual and longer range ministry plans.
- *Ministry Development*
 - Observe and evaluate the current ministry practices of HPBC and offer improved or innovative ways of organizing or operating that will allow HPBC to fulfill its mission more faithfully and effectively.
 - Look for the best practices of other churches or organizations by which to benchmark the current practices of HPBC.
- *Leadership Development*
 - Work with each pastor and school administrator to ensure that each ministry fulfills our stated mission and reflects our stated core values.
 - Regularly meet with pastors and ministry leaders individually for coaching, encouraging, listening, and accountability.
 - Oversee the preparation of potential pastors/ministry leaders through regular and occasional training opportunities.
- *Communication*
 - Oversee the communication processes of the church both internally and externally
 - Ensure that all print and digital communication is consistent with ministry mission and initiatives and appropriate in manner

- Oversee the development and maintenance of church and school websites and social media outlets.
- *Other Responsibilities*
 - Preach in worship services as requested
 - Oversee the adult Sunday school program
 - Regularly share the Gospel with others through both planned and unplanned encounters with the unsaved
 - Provide Biblical counseling as needed
 - Attend/conduct funerals and weddings whenever possible
 - Regularly teach a Sunday School class or other Bible teaching venue
 - Regularly teach classes at HPCS as needed

Fred Coleman (Pastor for Music and Worship)

General Job Description: The Pastor for Music and Worship will serve the pastoral body and congregation by leading, facilitating, and coordinating the music and worship services church.

General Ministry Responsibilities:

- Serve as a pastor who specializes in the area of music and worship
- Teach and nurture a biblical understanding of music and its use in worship and the Christian life; using music as a means to glorify God, edify believers, and witness to the lost.
- Teach and nurture the technical aspects of music as needed (music literacy, vocal and instrumental technique, etc.)

Specific Responsibilities:

- *Plan and lead gathered church services on Sunday*
 - Maintain communication from the pastoral body as needed – primarily the Pastor for Preaching and Teaching re: sermon topics
 - Maintain communication with ushers, deacons, and audio-visual ministries as needed
- *Oversee, organize, delegate, and facilitate all facets of the church music program*
 - Congregational singing
 - Choral ensembles and vocal solos
 - Instrumental ensembles and solos
 - Children's choirs
 - Music library
 - Music budget
 - Approval of wedding music
- *Other Responsibilities*
 - Attend pastoral meetings (weekly, monthly, etc.) as frequently as possible
 - Teach and preach as needed
 - Fulfill other pastoral duties as determined by the pastoral body
 - Attend weddings and funerals when possible
 - Attend mid-week or life-group meetings as frequently as possible
 - Actively seek evangelism and discipleship opportunities in the community

Drew Conley (Pastor for Preaching and Teaching)

General Job Description

The Pastor for Preaching and Teaching will serve the pastoral team and congregation preaching and teaching the word publicly and privately, along with engaging in pastoral care and community involvement.

General Ministry Responsibilities

- Preach and teach in Sunday services or oversee assignment of such, as well as participating in other teaching and preaching venues
- Participate with other leaders in the church to shepherd the church
- Provide pastoral care for the congregation
- Engage in community involvement for the advance of the gospel locally and globally

Specific Responsibilities

- *Preaching and Teaching*
 - Engage in faithful prayer and personal Bible study to walk with God and shepherd the church
 - Teach and preach God's Word in the Sunday morning worship and the Sunday evening gathering (or oversee assigning the teaching and preaching), as well as teaching and preaching in periodic Sunday School classes, school chapels, and other church gatherings
 - Articulate biblical vision, church philosophy, and corresponding action to promote church unity and growth in keeping with decisions of the pastoral body
 - Teach HPCS Senior Bible Class—Apologetics and Biblical Worldview
 - Assist in training men for pastoral ministry
 - Write on issues of theological and spiritual significance as time allows
- *Leadership Participation*
 - Coordinate with pastor for music and worship in planning worship services
 - Meet regularly with the staff pastors, pastoral body, deacons, and other ministry leaders to work together toward ministry objectives
- *Congregational Care*
 - Regularly visit members of the flock, especially those in crisis
 - Maintain discipleship/accountability relationships with various men of the church
 - Provide biblical counsel as needed
 - Participate in a LifeGroup

- Provide pre-marital counsel for believers brought together by God and marry them
- Minister care and Scripture at funerals and related events
- Lead or oversee Wednesday prayer services
- *Community Involvement*
 - Share the gospel through personal and community connections
 - Interact with Christian school parents, teachers, and students formally and informally
 - Engage in healthy relationships with leaders of other ministries loyal to the Scriptures
 - Occasionally visit missionaries to help provide encouragement, counsel, and accountability as part of promoting missionary endeavors from the flock

Mike Cruice (Pastor for Seniors)

General Job Description: The Pastor for Seniors will serve the other pastors and the congregation by ministering to the needs of seniors in the congregation.

General Ministry Responsibilities:

- Minister to the needs of Seniors

Specific Responsibilities:

- *Seniors*
 - Develop, facilitate, and oversee a ministry to senior citizens age 55 and above.
 - Counseling
 - Oversee visitation of members and regular attenders 55 and older prior to medical procedures and during hospitalization
 - Oversees pastoral responsibility for visiting shut-ins
- *Other Responsibilities*
 - Read & study the Scriptures.
 - Make in-home and hospital visits.
 - Preach and teach in Sunday School, worship services, and other settings.
 - Participate in weekly pastoral staff and monthly pastoral body meetings.
 - Attend weddings and funerals whenever possible.
 - Regularly share the Gospel with others.
 - Attend all regularly scheduled services except when fulfilling other ministry responsibilities.
 - Other duties as directed by the pastoral staff

Ben Fetterolf (Pastor for Member Connection and Care)

General Job Description: The Pastor for Member Connection and Care will serve the pastoral body and congregation by leading, facilitating, and coordinating the care ministries of the church.

General Ministry Responsibilities:

- Moderate and coordinate the regular meetings of HPBC staff pastors.
- Lead, oversee, and coordinate membership at HPBC.
- Lead, oversee, and coordinate the LifeGroups (small group) ministry at HPBC.
- Lead, oversee, and coordinate the meeting of congregational needs.
 - Regularly communicate with membership deacon committee to keep track of congregational needs and meet those needs.

Specific Responsibilities:

- *Administrative Responsibilities*
 - Compile, create, and distribute weekly Pastoral Staff Meeting agendas.
 - Compile, create, and distribute monthly Pastoral Body Meeting agendas.
 - Moderate weekly pastoral staff meetings.
 - Post weekly sermons to the HPBC website and Sermon Audio.
 - Build forms for the HPBC website.
 - Coordinate the nomination and election process of non-staff pastors.
 - Keeper of the official documents of the pastoral body.
 - Complete other administrative tasks as delegated by the Pastoral Staff/Body.
- *Membership*
 - Lead the HPBC Membership Class (Membership Matters).
 - Guide prospective members through each step of the membership process.
 - Pursue regular attenders for the purpose of encouraging them towards membership.
 - Pursue existing members who are no longer attending for the purpose of drawing them back in or dropping them from membership.
- *LifeGroups*
 - Lead the development of LifeGroups (small groups) at HPBC.
 - Oversee the creation of the weekly LifeGroup Leader Discussion Worksheet.
 - Equip and train the leaders of LifeGroups.
 - Pursue and train new leaders of LifeGroups.
 - Pursue the goal of every member of HPBC being connected in some way with other members in a small group ministry.
 - Ensure that LifeGroups both meet needs directly and direct needs to pastors/deacons as the needs arise.
 - Work to place new members in LifeGroups.
- *Congregational Care*

- Develop systems within HPBC's church membership software for better tracking membership needs, the meeting of needs, follow-up, and confirmation.
- Assist in working to form a pool of trained counselors to provide spiritual counsel and practical help for those in need.
- Work closely with Women's Ministry Director to see that those who are single, divorced, or widowed are incorporated into a LifeGroup or another appropriate support group.
- Coordinate the pastoral visitation of member families in the church.
- Coordinate the regular and systematic prayer for individual members in pastoral body meetings.
- Communicate with shut-in members via a weekly letter of information and encouragement.
- *Sunday PM Family Gathering*
 - Plan and coordinate member involvement in the Sunday evening gathering through testimonies, announcements about upcoming opportunities, and prayer.
 - Lead or delegate the portion of time in the evening gathering given to corporate testifying and prayer.
- *Other Responsibilities*
 - Spend regular, concentrated time in the study of Scripture and prayer.
 - Preach and teach in worship services, Sunday School, and other settings.
 - Make in-home and hospital visits.
 - Regularly pursue gospel opportunities with unbelievers.
 - Provide biblical counseling to members as needed.
 - Regularly attend deacon's meetings.
 - Teach a Bible class at HPCS, as needed.
 - Attend weddings and funerals when possible.

Joel Gearhart (Pastor for Student Ministries)

General Job Description: The Pastor for Student Ministries will serve the other pastors and the congregation by leading and overseeing the nursery, children's, youth, and college ministries of the church.

General Ministry Responsibilities:

- Lead, oversee, and coordinate the youth ministry at HPBC.
- Oversee the nursery ministry at HPBC.
- Oversee the children's ministry at HPBC.
- Oversee the college ministry at HPBC.
- Lead, oversee, and coordinate the upper school chapel at HPCS.
- Lead, oversee, and coordinate the alignment of missions philosophy and practice at HPBC.

Specific Responsibilities:

- *Youth Ministry*
 - Equip and assist parents as they disciple their teenagers.
 - Lead the youth staff.
 - Teach and oversee junior high and senior high Sunday School.
 - Lead teen meetings and coordinate the involvement of the teens.
 - Counsel teens and parents.
 - Schedule, plan, and execute teen calendar items.
 - Participate in activities (church, school, and community) in which members of the youth ministry are involved.
- *Nursery Ministry*
 - Meet with the director as needed to provide support and guidance.
- *Children's Ministry*
 - Meet with the director as needed to provide support and guidance.
 - Occasionally teach in the various children's ministries.
- *College Ministry*
 - Meet with the director as needed to provide support and guidance.
 - Occasionally teach in college Sunday School.
- *Christian School*
 - Plan and schedule the HPCS upper school chapel.
 - Occasionally speak in upper school chapel.
 - Teach an upper school bible class.
 - Coach middle school boy's basketball.
- *Missions*
 - Lead toward alignment of our philosophy and practice.
 - Attend Missions Committee meetings.
 - Update the annual accountability forms.
 - Oversee Prayer for the Nations.

- *Other Responsibilities*
 - Read & study the Scriptures.
 - Make in-home and hospital visits.
 - Preach and teach in Sunday School, worship services, and other settings.
 - Participate in weekly pastoral staff and monthly pastoral body meetings.
 - Attend weddings and funerals whenever possible.

Proposed

Brent Honshell (Pastor for Ministry Operations)

General Job Description: The Pastor for Ministry Operations will serve other pastors and the congregation by leading and facilitating the ministry support functions of the church.

General Ministry Responsibilities:

- Lead operations team including Accounting Manager, Facilities Manager, Office Manager, Information Technology Manager, Food Services Manager, and Women's Ministry Director.
- Lead the business and operations activity for church and school ministries, including oversight of facilities, human resources, and budgeting.
- Partner with pastors, deacons, and school leadership to affect biblical stewardship practices and help maintain HP's financial integrity.
- Lead the Host Ministry.
- Serve as the deacon leadership liaison for the pastoral body.
- Assist with strategic planning which incorporates the values, goals and financial objectives of all ministry facets.

Specific Responsibilities:

- *Financial Management*
 - Oversee Finance & Personnel Committee to present a recommended annual budget to the Pastoral Body, deacons and the congregation for a vote.
 - Oversee accounting staff to ensure that all financial records are accurate and current, including all facets of the general ledger, income and expense records, school accounts receivables, and monthly missionary support disbursements.
 - Ensure regular income and expense reporting to Finance & Personnel Committee.
 - Facilitate sound internal financial controls including procedures and guidelines for secure, dual control of funds by volunteers and accounting staff.
 - Oversee Accounting Manager's responsibility to implement and maintain an effective cash management plan.
 - Oversee negotiations with banking and investment firms for growth of cash funds and review monthly/quarterly statements.
 - Oversee execution of payroll procedures in accordance with approved compensation.
 - Annually lead Compensation Committee in setting wages and salaries
 - Annually evaluate and update benefits with Finance & Personnel Committee input.
 - Satisfy DOL laws regarding fiduciary responsibility for staff retirement plan.
- *Human Resources*
 - Oversee functions, processes and systems to attract, and retain or terminate employees.
 - Oversee legal, equitable and balanced employee compensation and benefits.
 - Ensure compliance with continually changing human resource laws and best practices.
 - Provide performance coaching for direct reports.
 - Promote continual education, training and development of all employees.
 - Conduct employee orientation and exit interviews.
 - Oversee and maintain a legal employee handbook.

- *Risk Management*
 - Oversee all aspects of insurance including property and casualty, umbrella liability, workmen's compensation, fleet vehicles, health, life, long-term disability, dental, and elective life.
 - Negotiate contracts and resolve major insurance claim issues.
 - Oversee church security and ensure background checks of volunteers and employees.
 - Lead mitigation of known and potential risks with prevention practices and insurance.
- *Facilities Management*
 - Oversee Facilities Manager to maintain buildings, grounds and vehicles.
 - Oversee Facilities Manager to coordinate tangible asset purchases and maintenance.
 - Oversee the safety team and campus security which reports to the Facilities Manager.
 - Act as owner representative in construction projects.
- *Technology Management*
 - Oversee Information Technology Manager to assess technology needs, create budget requests, purchase and maintain software and hardware for all ministry facets.
 - Lead ad hoc IT Committee.
- *Host Ministry*
 - Oversee and coordinate the activities of greeters, ushers, Connection Center staff, and safety team members.
 - Lead processes to greet guests and provide accurate information, direct guest parents to children's check-in, seat people attending services, collect and secure the offering, secure the premises, and attend to guest and member needs.
- *Deacon Liaison*
 - Communicate pastoral body vision and goals to the deacons, and facilitate communication of deacon concerns and needs to the pastoral body.
 - Work with deacon leaders to plan and coordinate deacon meeting agendas.
 - Attend various deacon committee meetings as needed, and track progress via committee meeting minutes.
- *Other Responsibilities*
 - Participates in weekly pastoral staff and monthly pastoral body meetings. Practice cascading communication with operations staff.
 - Pastoral responsibilities include prayer, in-home member visits, hospital visits, funeral attendance and teaching as assigned.
 - Periodically review and assist in necessary updates of HP Bylaws, Policy Manual and operating procedures.

John Lehman (Pastor for Counseling, Families, and Missions)

General Job Description: The Pastor for Counseling, Families, and Missions will serve the other pastors and the congregation by facilitating counseling, visiting and encouraging families, and overseeing missions.

General Ministry Responsibilities:

- Counseling
- Families
- Missions

Specific Responsibilities:

- *Counseling*
 - Conduct pre-marital, marital, family, and individual counseling as needed
- *Families*
 - Visit members and regular attenders under the age of 55 prior to medical procedures and during hospitalization
 - Visit members and visitors in their homes
 - Share pastoral responsibility for visiting shut-ins and follow-up of members who become irregular in attendance or are under church discipline
- *Missions*
 - Schedule and host missionary speakers.
 - Respond to mission requests for support and personal needs.
 - Serve as pastoral liaison to the missions committee
 - Facilitate accountability meetings.
 - Connect with missionaries during furlough/time in the States
 - Respond to missionary prayer letters
 - Evaluate and lead the response to missionary needs
 - Oversee pastoral mission trips
 - Oversee the updating of the missions kiosk.
- *Other Responsibilities*
 - Read & study the Scriptures
 - Regularly share the gospel with others
 - Attend all regularly scheduled services except when fulfilling other ministry responsibilities
 - Attend/Officiate funerals and weddings whenever possible and needed
 - Attend weekly pastoral staff and monthly pastoral body meetings
 - Preach in worship services and prayer meetings as requested
 - Facilitate ideas for Men's Ministry as needed
 - Teach Adult Sunday School Classes as needed
 - Teach Bible Class for HPCS
 - Other duties as requested by the staff pastors