

Co-Lead Pastor Job Description

FORWARD CHURCH

Job Summary:

The Co-Lead Pastors of Forward Church are to serve as equals in providing vision, leadership, and spiritual oversight for all church sites. Ministry direction given by the Co-Lead Pastors will align with the mission of the church to “Love God - Love Others - Serve the World.”

Specific parameters to the authority of the Co-Lead Pastors are outlined in the Governance Manual approved by the Council of Elders.

The Co-Lead Pastors are expected to model the traits of humility and partnership in the Gospel.

The Co-Lead Pastors will have two types of leadership responsibilities: shared and primary. In the case of primary responsibilities, the Co-Lead Pastor assigned is expected to take the lead and the other is expected to be a support as possible. Primary responsibilities may be revisited from time to time to determine the most effective ways to serve the church in different seasons.

Job Requirements:

- Must agree in belief and practice with the Articles of Faith, Covenant of Membership, and Lifestyle Statement of Forward Church (Section II of Church Bylaws).
- Must meet the Qualifications of Elders (Section V 22.01 of Church Bylaws)
- Must be able to sign and abide by the Engagement Agreement & Conduct (Section IV 18.01 of Church Bylaws).
- Primarily work at the Forward Church Cambridge offices during the week.
- Maintain a consistent, visible presence at all Forward Church sites.

Accountability:

- The Co-Lead Pastors are primarily accountable to the Board of Elders

Shared Responsibilities:

- Prayer
 - Co-Lead Pastors will be responsible to encourage a culture of prayer in their own personal life and throughout Forward Church.

- Vision / Strategy
 - Partner with the Board of Elders to develop vision and long-term plans for the church.
 - Collaborate to develop, nurture, and communicate the vision and ministry strategy for Forward Church with the staff, leadership, and congregation.
 - Work to develop ministry strategies to ensure yearly plans and goals support Forward's vision and mission.

- Organizational Leadership
 - Provide day to day leadership of Forward Church as outlined in the Governance Manual for the Council of Elders.
 - Form and work with a Leadership Team to provide effective ministry to all church sites.
 - Develop, equip, resource, and empower ministry teams to be faithful and fruitful in building up the church family while advancing the vision and mission of the church.
 - Develop and maintain appropriate networks of relationships beyond Forward Church with the goal of representing the mission of the church to the broader Christian and non-Christian community.

- Leadership Development
 - Collaborate in the commitment to "equip the saints for the work of ministry" through creating intentional leadership development in the church.
 - Collaborate with other pastoral staff to ensure consistency of the vision, strategy, and message of Forward Church.
 - Continue to personally develop as a follower of Jesus and a leader of people.

- Preaching Team
 - Partner in the preaching of the Scriptures during Sunday Worship Services. It is expected both will have regularly scheduled times of preaching at all sites of Forward Church.
 - Derik Fuller will provide primary preaching/teaching responsibilities of approximately 40 weeks per year
 - Kirk Giles will provide secondary preaching/teaching responsibilities of approximately 25 weeks per year

- Pastoral Care
 - Partner to provide shared levels of care to the congregation through pastoral counseling, hospital visitation, weddings, and funerals.

Primary Responsibilities:

- Worship Services (Derik Fuller)
 - Oversee the development of a Preaching Plan for the Sunday Morning Worship Services
 - Oversee all elements of a Sunday Morning Worship Service including, but not limited to, music and audio/video production
- Mission (Derik Fuller)
 - Oversee the Global Engagement work of the church including:
 - the relationship and support of all missionaries
 - the process of evaluating, supporting, and sending out potential missionaries
 - Oversee specific mission plans within the region to help increase our impact in the lives of those who do not know God or who are marginalized in society.
- Digital Ministry (Derik Fuller)
 - Oversee the digital ministry strategy to help enhance the discipleship of all people.
- Discipleship Ministries (Kirk Giles)
 - Oversee the strategies and ministries for the discipleship of Children, Youth, and Adults in the church.
 - Oversee ministry work to provide pastoral counseling for those who are in need.
- Support Services (Kirk Giles)
 - Oversee the support services required to help facilitate all ministry initiatives. This includes:
 - Administration: providing administrative support for the business and ministry activities of the congregation.
 - Connections: processes required to engage first time guests and move all people connected with Forward Church to further connection with the church body.
 - Communications: plans to make sure people outside and inside the church receive appropriate communications for their continued spiritual growth.
 - Facilities: providing appropriate facilities to effectively support the mission of the church.
 - Finance: systems required to track the finances of the church and ensure effective support for all donors.
 - HR: strategies for the ongoing development and support of all staff and volunteers of Forward Church.

Leadership Covenant:

- The Co-Lead Pastors are expected to function within the guidelines of the Leadership Covenant in their professional and personal relationship with each other. This covenant outlines:
 - The attitude and function of how they will lead and make decisions.
 - The steps to take when there are differences and concerns with the other individual.
 - How they will lead in relation to staff.

Personal Skills:

While one may have greater strengths than the other in certain situations, the Co-Lead Pastors together should have the following skills:

- *Servant Leadership*: showing the ability to lead in a variety of contexts in such a way that Jesus Christ and his gospel are central. He should be a self-starter and take initiative. He should be wise, discerning, and know when to be decisive, sensitive, tender, and firm.
- *Relational*: have a heart to care for people.
- *Administrative*: while seeking mainly to shepherd people, the Co-Lead Pastors should have the skill set and ability to effectively manage the various administrative tasks associated with the position.
- *Teaching/Equipping*: be a fruitful, biblical teacher and champion of the Forward Church mission and vision. Teaching should effectively “equip the saints for the work of ministry.”
- *Communication*: able to communicate clearly, concisely, and in a loving biblical manner.
- *Peacemaking*: be able to tactfully unite people with varying perspectives to advance harmony and love, and to achieve common goals.
- *Preaching*: be an effective preacher who will rightly handle the word of God.