

Position Description: Full Time Lead Minister

The following descriptions are being listed to better inform applicants of this position's weekly/regular functions. These competencies, actions, and characteristics are required to successfully serve in this role at Poplar Ridge during this time. Please consult the section below along with the job description.

The Lead Minister Will Be Expected To:

- Lead weekly staff meetings that enable staff to provide up to date communication of programming and to foster an atmosphere of collaboration with other ministry areas.
- Attend monthly elder meetings.
- Collect monthly reports from staff. Lead Minister presents these reports to the elders during their monthly meetings.
- Attend monthly board meetings (deacons and elders).
- Maintain weekly office hours.
- Provide and coordinate pastoral care with staff and elders.
- Regularly engage with community organizations for support and encouragement (ex: local schools).
- Oversee the planning of key community events throughout the year (Ex: Freedom Fest, Free Oil Change For Single Moms And Widows).
- Work ahead with the intention of fostering creativity.
- Communicate regularly with PRCC's part-time Worship Minister and Technical Director.
- Provide direction for PRCC's Small Groups as part of PRCC's current ministry structure.
- Utilize PRCC's key programs and technology such as Planning Center.