

# OAKHILLS C H U R C H

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ’s community regardless.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.  
**Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Community Minister</b>	<b>Status:</b>	Full –Time
<b>Department:</b>	Central Support – Community Life	<b>FLSA:</b>	N/A
<b>Reports to:</b>	Minister for Community Life	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	Community Assistant (s) and Neighborhood Volunteer Leaders	<b>Minister Designation:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Work Week:</b>	Hours and workday schedule vary Sunday to Thursday	<b>Driving:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** To support the mission of Oak Hills Church (OHC) by leading the implementation of our Ministry Plan and Neighborhood Vision in assigned geographical area and neighborhoods.

II. **Primary Duties and Responsibilities:**

1. Model the Neighborhood Vision and Values. Reside in assigned geographical area.
2. Serve as a primary catalyst for the implementation of the OHC Ministry Plan.
3. Serve as the Point Leader of assigned geographical area by implementing the Neighborhood Vision in every defined neighborhood.
4. Lead, recruit, and train volunteers for Neighborhood Coaches, Captains, and Teams.
5. Facilitate coaching and support to Neighborhood Leaders and Coaches through one-on-one meetings, huddles, trainings, and rallies.
6. Support OHC assimilation process. This includes: Weekend Services, Life with Oak Hills, Baptism, Care and Growth, Staff Meetings, etc.
7. Lead Pastoral Care in assigned geographical Area. This includes hospital visits, weddings, funerals, etc.
8. Contribute to the overall implementation of the Neighborhood Vision by supporting the Community Life team, Central Support Leadership team, and Campus Life team.
9. Support OHC Elders & Staff in their living out of the Neighborhood Vision.
10. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. Bachelor’s degree from an accredited university or college.
2. Five (5) years of experience in a church. Pastoral experience preferred.
3. High level of Spiritual maturity and passion to reach those far from God.
4. Valid Texas 'C' Driver's License.

**IV. Knowledge and Abilities:**

1. Knowledge of core theological beliefs of Oak Hills Church.
2. Knowledge of principles of organizational and administrative practices.
3. Knowledge of computer office applications and equipment.
4. Knowledge of English grammar and vocabulary.
5. Ability to work independently with limited supervision.
6. Ability to recruit and implement neighborhood leaders.
7. Ability to equip and lead teams.
8. Ability to occasionally work a flexible schedule.
9. Ability to discern and maintain confidentiality.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions:**

Occasional lifting/carrying up to 20 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.

**VI. OHC Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

**Revised: December 2016**