



EQUIPPING MINISTER

Full-Time

This position contributes to the mission 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 serving the body of OHC as the primary leader of our Equipping Ministry by providing learning and development environments which lead our congregation to mature and multiply disciples.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Adult Ministry	
REPORTS TO	
Adult Discipleship Minister	
DIRECT REPORTS	
Associate Equipping Minister	
WORK WEEK	
Sunday - Thursday	
HOURS PER WEEK	
40	
FLSA	
N/A	
JOB CLASS	
Professional	
MINISTER DESIGNATION	
Yes	
DRIVING REQUIRED	
No	<ol style="list-style-type: none"> 1. Oversees, develops, and delivers a full menu of equipping classes, Bible studies, workshops, and leader training consistent with the mission, vision, values, and strategy of OHC; including spiritual formation, biblical worldview training, theological studies, and pastoral skills. 2. Plans, develops and implements strategies to provide equipping classes through both in-person and online programs. 3. Promotes and communicates the vision of Equipping Ministry in all settings. 4. Leads the Equipping Ministry team to create effective resources; including but not limited to bible studies, training programs, course outlines and leadership development resources. 5. Builds (recruit, equip, encourage, and mobilize) a strong team of teachers and leaders that are committed to making disciples who reproduce themselves. 6. Ensures volunteers are effectively onboarded through completion of volunteer application, screening, interviewing, and training. 7. Evaluates the overall strengths, weaknesses, and opportunities for equipping and strategize to meet these needs or capitalize on new opportunities. 8. Leads the Equipping Ministry staff team through prayer, one-on-ones, goal setting, development, team meetings, training, and evaluation. 9. Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary. 10. Participates in team and church-wide staff meetings and initiatives, special projects. 11. Supports and participates in OHC assimilation and membership processes including Connection Central, Life with Oak Hills, etc. 12. Assists with weekend services and pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed. 13. 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, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university. Theological studies preferred.
2. Five (5) years of experience in leading staff and volunteer teams.
3. Three (3) years of experience developing content for biblical resources and programs.
4. Experience can be substituted for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of and commitment to a gospel-centered biblical theology consistent with the Beliefs and Practices of OHC.
2. Knowledge of teaching methods and learning styles.
3. Ability to develop leaders and team members for effective ministry.
4. Ability to build and promote a team culture through relational collaboration and motivating team members.
5. Ability to plan, organize projects and prepare detailed reports and presentations.
6. Ability to create developing content for biblical resources and programs.
7. Ability to identify opportunities for improvement within existing systems and effectively implement contextualized solutions.
8. Knowledge of budget development, expense tracking/reporting and administration.
9. Knowledge of English grammar and vocabulary.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to work independently with limited supervision.
12. Ability to use computers and a variety of software applications.
13. Ability to establish and maintain effective working relationships with staff, members, and volunteers.
14. 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: November 2020