**LOCATION PASTOR OVERVIEW**

As a Location Pastor, you lead the team that leads the church. You are responsible for executing Epic’s vision, values, and culture at your location in these 3 ways:

1. Lead and develop your location staff team.
2. Provide pastoral care and oversight in helping people take their next step in following Jesus.
3. Oversee Sunday services and the overall experience.

**RESPONSIBILITIES**

**Lead and develop your location staff team.**

1. Your Staff:
   1. Core Team: Refer to the [Core Team Role Descriptions document](https://docs.google.com/document/d/1A6vreSnf7FUYCbR18sapL2K0Q4UuG0lDLdFFGxVvuaE/edit?usp=sharing).
      1. Environments Coordinator
      2. Guest Services Coordinator
      3. Next Steps Coordinator
      4. Kids Coordinator
      5. Production Coordinator
      6. Worship Coordinator
      7. Life Group Coordinator
      8. Service Project Coordinator
   2. Coaches and Team Leaders.
2. Supervise and empower your location staff team as it relates to Sundays and day to day ministry and operation.
   1. Conduct weekly evaluation and check-ins by Monday.
      1. Ensure all Sunday recaps are read and responded to by end of day Monday.
   2. Lead valuable meetings
      1. With core staff team twice a month (once is along with the All-Staff meeting)
         1. 3 times a year your coach level staff will also be invited to the All-Staff meeting
      2. Meet with your entire location staff twice a year (plus once for appreciation event)
      3. Purpose of meetings:
         1. Relationship
         2. Information share
         3. Leadership development
         4. Spiritual development
         5. Brainstorm solutions to location challenges
   3. Communicate throughout the week as necessary.
3. Oversee continual training and development of the leader and their area of ministry
   1. Send weekly leadership communication.
   2. Regularly equip your leaders with curated resources - leadership and area-specific.
   3. Ensure all staff leadership is growing personally and spiritually.
   4. Ensure training is happening for each ministry area.
   5. Move people to their next level of leadership.
      1. Review and evaluate current leaders, giving them opportunities to grow and develop.
      2. Oversee the addition of new leaders and manage the process of leaders stepping down.
4. Provide coaching in the strategy and implementation of all church ministries.
   1. Meet with each direct report at least every other month to review progress and create goals.
   2. Develop improvements to further ministry effectiveness.
   3. Implement central initiatives, strategies, and goals at the location level.
5. Create a culture of honor and celebration.
   1. Regularly personally recognize and appreciate leaders privately and publically.

**Provide pastoral care oversight in helping people take their next step in following Jesus.**

1. Provide pastoral care and prayer.
   1. Talk and pray with guests on Sundays at church services.
   2. Pray over and respond to connection cards by Wednesdays.
   3. Connect with people one on one as necessary - In person, phone, email, and video.
   4. Perform weddings, funerals, baptisms, and child dedications.
2. Champion Life Groups at your location.
   1. Be a visual and vocal support to the importance of full involvement in Life Groups.
   2. Identify and develop Life Group leaders and hosts.
   3. Lead or attend a Life Group regularly.
3. Champion a culture of serving at your location.
   1. Regularly invite people to stack hands around the mission through serving.
   2. Highlight and appreciate volunteers from all areas.
   3. Jump in and serve along side of volunteers often.
4. Champion service projects for community outreach and influence.
   1. Ensure excellent planning and execution of meaningful service projects for your location.
   2. Work with your service project team to develop opportunities for life groups.
   3. Build relationships with local community influencers and partner churches.
5. Champion and help facilitate Starting Point.
6. Monitor and evaluate key metrics to ensure growth and health.
   1. Set goals and create plans to move forward in these areas.
      1. Salvations, baptisms, Sunday attendance, giving, serving, Life Group involvement, kids/adults, demographics (reflection of community), etc.

**Oversee Sunday services and the overall experience.**

1. Responsible for ensuring all services are executed with excellence.
   1. Arrange weekly transport of all supplies and equipment needed.
   2. Be ready to jump into a service immediately if there is a technology problem.
   3. Ensure both the guest and the volunteer experiences are excellent.
2. Speak on the platform, in huddles, and one on one.
3. Meet and greet with first time guests before and after each service.
4. Oversee your facility.
   1. Build a positive relationship with facility staff.
   2. Maintain, repair and improve your facility spaces as needed.
   3. Plan for and handle venue changes and weather related issues.
5. Complete weekly Location Pastor Report by Mondays at 10am.
6. Participate in evaluation meetings.

**Other:**

1. Monthly check-in meetings to evaluate progress and focus on growth and health: personally, professionally, and spiritually.
   1. Once a month with your supervisor.
   2. Once a month with the Lead Pastor.
2. Monthly meeting with all Location Pastors - discuss best practices, leadership development, learn from others
3. 3 mini retreats throughout the year
   1. Winter/Spring - Spiritual renewal and location focus
   2. Summer - Something fun (possibly with your core staff team)
   3. Fall - Leadership Development
4. Yearly All-Staff Retreat in January
5. All pastors and spouses dinner every 2 months
6. Manage location budget (limited)