

## Job Search – Qualifications, Expectations, & Responsibilities

### Prineville Nazarene Church

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780 E. 1<sup>st</sup> Street  
Prineville, OR. 97754  
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www.PrinevilleNazarene.org

### Job Type:

Full-Time (40+ hours per week)

### Job Description:

Prineville Nazarene Church is looking for a full-time ministry leader that will have dual responsibilities. First, worship and creative arts leader. Second, another ministry leadership role (i.e. teens, discipleship, outreach, and/or multi-media).

### About Our Church:

Prineville Nazarene is a thriving church in a growing community. We average 140 in Sunday worship and continue to grow. Our pastor has been leading for more than 1 ½ years and is excited to see the church grow with the addition of a full-time associate. Sunday worship services currently meet at 9am & 11:30 and plans to begin an additional service on Saturday or Sunday night are in progress. Discipleship and Outreach are a focus, defining our Mission & Purpose: We exist to **CONNECT** the church and the community with God, **LOVE** the Lord and each other, and **WIN** others for Christ. We are very active in the community, leading the community Easter Egg Hunt every year with more than 1,000 in attendance and preparing to start a community Upward Basketball program. We value the importance of accepting every opportunity to provide service projects in town and show the love of Christ through actions and words. We also launched a new organization called Redemption House Ministries a couple years ago (homeless shelter for women & children and another shelter for men) and remain active and supportive. We also have a soup kitchen in our gymnasium Mon-Fri for lunch.

### About Prineville:

Prineville is a city of about 10,000 people and the 2nd fastest growing city in Oregon, after Bend. A former logging and woodmill town, Prineville is in economic transition and becoming known as a city of technology. Facebook and Apple data centers call Prineville home and other companies and data centers are expected to move in soon. With new housing developments and the growth in Bend, Prineville is beginning to see a lot of families with kids moving into the area. Numerous recreational activities dominate the culture (hiking, biking, snowboarding, hunting, camping, fishing).

## Qualifications & Expectations:

- **Growing Relationship with God** - Must exhibit a personal and growing relationship with God, a teachable spirit, and a healthy family life.
- **Biblical Knowledge** - Biblical training, experience in Ministry, basic administrative skills, and a personal spiritual life congruent with biblical mandates for leaders (1 Timothy 3:1-7).
- **A Love for Worship** - One who is gifted and is called to worship arts, loves the church, and has a passion for evangelism and outreach, both personally and at the ministry level.
- **Teach and Communicate God's Word** - An engaging teacher, with a biblical background, who is in agreement with Prineville Nazarene's Statement of Faith.
- **Good Work Ethic** - A self-motivated leader, capable of casting, communicating and imparting Prineville Nazarene's vision for ministry, possessing relational skills with our congregation, volunteers and staff.
- **Media/ Tech knowledge** - General knowledge of audio, lighting and technical elements necessary to perform church services.
- **Worship** - Attend weekly services and special meetings.
- **Meetings** - Attend weekly staff & team meetings.
- **Reports** - Present monthly ministry updates and goals for the church board.
- **Proposals** - Work with the Lead Pastor to develop and present yearly ministry budget proposal(s).
- **Education** - Bachelor's degree preferred.

## Worship and Creative Arts Leader Responsibilities (Approx. 20 hours per week):

- **Lead in Worship** - Plan and execute biblically accurate, culturally relevant services and events for our congregation, in cooperation with the Lead Pastor.
- **Practice** - Coordinate and lead a weekly worship and arts team practice.
- **Lead and equip** - One who will work to develop a team of volunteers in the creation and operation of worship arts, including weekly services and routine special events.
- **Organization** - Collaborate to create and manage a worship ministry calendar.
- **Recruit and Train** - Direct the recruitment, training, equipping and development of volunteers as needed to staff weekly programs and special events.
- **Team Player** - Function as a member of the church's ministry staff. This person must also collaborate with other ministries events, such as Prineville Nazarene Youth, Global Outreach, Summer Blitz (VBS), Music and Sports Camps.
- **Discipleship** - Develop and disciple/equip volunteer leaders.
- **Lead the creative use and proactive upkeep of worship ministry facilities, equipment and grounds.**
- **Administration** - Assist in the development of an annual budget for worship ministries and manage spending to budget.
- **Learn** - Stay current with worship ministry practices by reading, and attending leadership conferences, etc.

\*\* A job description and list of responsibilities for the 2<sup>nd</sup> half will be developed based on the new staff person's skills and spiritual gifts. Possible options are listed below.

## (Option 1) Teen Ministries Responsibilities (Approx. 20 hours per week):

- **Mid-week Teen Group** - Plan & lead mid-week teen program.
- **Teen Discipleship** - Direct and/or lead teen bible study.
- **Teen Quizzing** - Oversee and support teen quizzing and offer support to quiz director.
- **Be a Role Model** - Live an exemplary life of wholehearted devotion to Jesus Christ.
- **Be a Leader** - Provide strong, passionate, value-based leadership and direction.

- **Strategist Development** - Develop and implement an aggressive and innovative strategy for reaching middle school and high school students in Prineville.
- **Equip** - Multiply yourself by identifying, equipping, and releasing students and adults to serve and lead in different ministry opportunities.
- **Be a coach** - Value, care for, and hold accountable both paid and volunteer staff within the ministry.
- **Administration** - Hold regular planning, coordinating, problem-solving, and/or decision-making meetings with paid and volunteer staff. Review or formulate appropriate policies and procedures.

**(Option 2) Pastoral Care/ Discipleship Responsibilities (Approx. 20 hours per week)**

- **Spiritual Formation** - Responsible to optimize the opportunities for spiritual formation in the church family.
- **Discipleship** - Oversee and administer spiritual development and small group opportunities.
- **First Impressions** - Oversee assimilation of first time visitors, follow up needs, and care ministries.
- **Small Groups** - Oversee administration including recruiting and training leaders; facilitate group formation and maintenance of resource library
- **Discipleship** - Development of new Discipleship, mentorship, and accountability group opportunities.
- **Preach** - Be willing to preach as requested by Lead Pastor during times of his absence.

**(Option 3) Outreach Pastor (Approx. 20 hours per week)**

- **Visionary Leadership** - Support the vision of Prineville Nazarene and work to reach the community through evangelism and outreach ministries.
- **Plan** - Provide strategic thinking to all outreach activities and ministries of Prineville Nazarene.
- **Inspire** - Create an excitement for outreach ministries, mission trips, and assist people in calling to ministry /missions.
- **Administration** - Oversee all aspects of our outreach ministries through trained and effective Ministry Teams
- **Support Missionaries** - Encourage, support, and communicate regularly with our missionaries.
- **Missions** - Plan, coordinate, and execute short – term church mission trips in accordance with our outreach philosophy and policies.
- **Recruit** - Recruit, train and develop an Outreach team of local & global missions ministry team members.
- **Shepherd** - Provide pastoral care for ministry leaders and church family. Model a life of genuine faith, spiritual and emotional balance, and healthy family relationships.

**(Option 4) Media & Technical Arts Responsibilities (Approx. 20 hours per week)**

- **Lead and Recruit** - Develop an incredible team of volunteers to produce sound/ lights/ video systems and graphic for weekend worship services.
- **Graphic Design** - Create custom graphics, layouts, and branding campaigns used for website, bulletin, newsletter, advertisement, worship services, signage, and brochures).
- **Video** - Use knowledge and/or skills to produce video clips for worship services, website, and/ general church use.
- **Team Player** - Work with the Lead Pastor and creative team to make weekend celebrations and weekend services professional and exciting.
- **Church Branding** - Work with all ministries to design graphics and printed materials to provide visual unity.

Please send resumes, a brief testimony, basic family information, and a family picture to Pastor Jeremy at [jp.page@hotmail.com](mailto:jp.page@hotmail.com).