



JOB DESCRIPTION

DATE: July 20, 2020
JOB TITLE: **Digital Pastor**
LOCATION: Online
REPORTS TO: Executive Pastor of Leadership
FLSA STATUS: Full-time, Exempt
WEEKENDS: Yes

SUMMARY

The Digital Pastor leads the Prairie Lakes Church Online campus by utilizing digital tools to create No Matter followers of Jesus and help them take Next Steps. The Digital Pastor is responsible for the campus growth, health and alignment with Prairie Lakes Church overall direction and DNA. The Digital Pastor will oversee all elements of online weekend services and weekday discipleship relationships to ensure and promote the excellence and effectiveness of both. The Digital Pastor will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Other duties in addition to these may be assigned:
- Oversee online campus services and ministry programs to ensure all aspects align with the DNA of Prairie Lakes Church.
 - Shepherd, lead and develop a relationship with campus congregation and drive them toward taking Next Steps both during the weekend service and throughout the week.
 - Support the production of the online service by assisting with recordings, editing, as needed and act as primary online weekend host as the face of PLC online campus.
 - Oversee and ensure the effective recruitment, shepherding and development of campus paid and volunteer staff, including online small group leaders, chaplains, online hosts, production staff.
 - Manage the campus budget and relevant database tracking/reporting.
 - Write/create necessary content for online platforms, including scripts, copy, stories, for online weekends as well as social media outreach to drive online engagement.
 - Creatively develop new ways to engage PLC attendees through digital platforms and identify strategies to adapt in-person ministry plans to be equally effective through digital mediums.
 - Work alongside Central Ministry Directors to measure engagement and ensure alignment with PLC standards and best practices in all areas of ministry.
 - Partner with other Campus Pastors and act as a liaison to help support the growth of their people as they participate and attend the online campus.
 - Provide insight to future expansion of PLC campuses by utilizing relationships with online campus attendees in high potential areas.
 - Conduct weddings and funeral services, baptisms, and child dedications as needed.

SUPERVISORY RESPONSIBILITIES

Coaches, develops and encourages both future paid staff and current volunteers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Inbound marketing a plus but not required.
- Technical expertise in social media utilization and video production is required.
- Bachelor's degree in theology, Biblical Studies, or other Biblical education preferred.
- Equivalent combination of education and experience acceptable.
- Proven track record in a leadership and/or pastoral role is required.
- Proven, effective troubleshooting experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

- Exhibits an abiding relationship and commitment to Christ evidenced in his/her personal life, family relationships, and ministry to be an example and leader to others.
- Ability to understand and support Prairie Lakes Church's unique vision and effectively apply established systems and processes to guide self and others toward the realization of the vision.
- Possesses strong relational and listening skills with ability to develop effective personal connections.
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate.
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Ability to perform strenuous physical tasks, ability to climb stairs and ladders, working long hours, and have a flexible schedule.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work assignments will include attendance at meetings and events in a building which is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____