Daniel Hoeck, Worship & Student Pastor

Job Description 2012

General Principles of Conduct

1. Strive for excellence in all we do. God deserves our best. He is also greater than anything so our worship of Him should put His greatness on display. Staff members are expected to conduct themselves professionally. This includes arriving to meetings on time (on time for us means early!), returning phone calls promptly, and planning ahead.
2. Work hard & Rest: God is not honored by laziness or by workaholism. So, we strive to develop a healthy balance between hard work and rest. All staff members at EPIC are expected to work a minimum of 40 hours (this does not count anything that we expect our people to do such as small groups, worship team practice, etc). Since we do not have an office, a copy of a weekly schedule/routine is required for accountability purposes. Wasting time is not tolerated. While we do not have an office, staff is expected to start the day at a reasonable time (usually by 9 at the latest). The staff is expected to take 1 day off per week (no work is to be done on these days unless an emergency arises). A staff member neglecting his family will be disciplined and eventually terminated if the practice continues. In addition, staff members are expected to take extended time off to enjoy rest and their families (2 weeks vacation).
3. Pastors are called to lead by example so the staff at EPIC is expected to be an example in character and behavior. The staff is required to maintain a daily time with God, to abstain from sinful behavior, to model Christ-like character, and to be involved in a small group and accountable relationships. In addition, every staff member is expected to maintain a good witness in the community, to engage people in the community on a weekly basis and to share the Gospel. If the staff is not making disciples, how can we expect the church to?
4. Growth. The staff is expected to develop into experts in their areas of passion and discipline. Each staff member is required to read one book of month and to attend one conference a year. Staff members are also expected to be growing in their knowledge of the Word of God and in theology (there is great emphasis in the Pastoral Epistles on teaching the Word of God, guarding the truth, and dispelling false doctrine).
5. Discipleship: If we are not seeking to multiply than we are not doing discipleship. So, each staff member is expected to be living out 2 Timothy 2:2 (training people who can train others).
6. Doctrine and Values: each staff member is expected to support the doctrine and values of EPIC.
7. Staff members are expected to use their time wisely. Time is easily gobbled up by urgent matters so staff members are expected to prioritize and schedule.

Specific Responsibilities in Order of Priority

Lead Corporate Worship

1. Communicate regularly to church that we worship all the time. We live our lives constantly ascribing worth to something. We are called to worship God above everything, to live for His glory above anything else. Daniel is charged with the task of helping the congregation remember that and to develop a pattern of daily worship.
2. Spend considerable time each week developing future services. Be 1 month out with the entire order for each service: songs, transitions, other elements, etc. Develop templates that can be used to expedite the planning process and to maintain variety. Incorporate new elements into worship. In addition to singing, preaching, and communion, incorporate responsive readings, times of prayer (confession, celebration, specific requests), stewardship teaching & story moments, videos, stories of how God is working in people’s lives, etc.
3. Lead band rehearsal weekly: come prepared each week with everything worked out for that week (have all details worked out prior to rehearsal including flow of service, how songs will be done, and transitions). Do not waste the band members’ time.
4. Arrive on time Sunday mornings and coordinate setup. Develop and maintain a schedule with the setup/tear down team. Communicate with them on a regular basis to coordinate.
5. Work with sound team to develop the best sound possible.
6. Lead Sunday worship services. Oversee ministry teams on Sunday mornings.

Administration

1. Input information from Sunday services and communicate followup and prayer needs to Lead Pastor and Leadership Team. Maintain database.
2. Input financial contributions, oversee online giving, oversee the offering process and procedures, write checks, and keep an accurate record of income and expenses.
3. Since Brian is focused on initial follow-up, keep an eye on the “back door.” Pay attention to people that are missing and reach out to them after 2-3 weeks of absence.

Students

1. Develop a network of small groups for students meeting in homes throughout the week.
2. Lead and coordinate once a month fellowship and mission opportunities.
3. Communicate regularly with parents and students regarding upcoming events and meetings.
4. Pour into student leaders, especially group leaders and potential group leaders. Train them to lead groups and make disciples.