

School Leadership Roles

School Leadership Roles

As you begin to build your leadership team, we recommend starting with three key roles: Director, Pastor, and Administrator. The leaders in these main roles are crucial to the development of your school! They carry the responsibility of governing the daily course of school as well as evaluating its progress. Carrying the strongest level of influence within your school's environment, their leadership gifts and skills can work together to create a cultural and administrative infrastructure that serves your school's mission.

Below, we have included a list of responsibilities for each leadership role. These are based upon the leadership structure we have created for BSSM. We encourage you to evaluate and adjust these roles based upon each leader's gift-mix and the needs of your school. If you are starting your school with these main roles, these leaders may need to take on additional responsibilities. At the right time, we recommend expanding your leadership team and redistributing responsibilities. Also, keep in mind that you will want to make changes with the support of your spiritual covering (e.g. church, ministry, board, etc.)!

Director

- Oversees the entire school and its direction.
- Casts vision for the school and ensures the school stays in alignment with the school's spiritual covering (e.g. church, ministry, board, etc.).
- Directs the school's leadership structure.
- Manages the school leadership team and volunteers.

Note: We do not recommend that a church's senior leader serves as a school director. It is important to protect his/her time and efforts towards serving the church community. However, a senior leader can provide a strong spiritual covering to a school.

Pastor

- Pastors the school leadership team and students (e.g. manages disciplinary issues, facilitates connection, etc.).
- Depending on gifting, pastors may oversee some structures of the school or help develop school systems and processes.

Administrator

- Organizes and supports the school's administrative structure, systems, and processes.
- Oversees admissions, finances, scheduling, homework, attendance, etc.

After defining the roles of your main school leaders, we encourage you to evaluate if your school needs additional leadership oversight. Depending upon your school's current needs, it may be beneficial to create more pastoral or administrative roles or invite volunteers to support your school. If your school experiences a rise in student enrollment, we highly recommend adding more roles to your leadership structure to provide greater levels of leadership support, organization, and accountability to help your school thrive.

Below is a sample of some additional leadership roles we use at BSSM and our leadership structure. We share these with you so that you can have an idea of how you can expand your leadership structure as your school grows.

Program Overseers (First, Second, and Third Year programs)

- Oversee the direction of and operation of their program.
- Manage the staff and students in their program.
- Provide regular feedback to protect quality, flow, and direction of the school.

Revival Group Pastors

- Pastor and develop groups of students by leading small and large group discussions, teaching, and activation.
- Mentors and trains Third Year students and volunteers.

Volunteers

- Support school leaders in their specific roles through pastoral and/or administrative responsibilities.