

# Church

## Position Description

**Job Title:** Pastor

**Reports To:** The Elders

**Position Status:** Full-Time

### **Purpose:**

The role of the Pastor is to assist the Elders in overseeing the life and direction of the church. The Pastor will have a firm grasp on the purpose, values and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The Pastor will offer pastoral leadership to the congregation alongside clergy and lay ministers. The Pastor will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

### **Key Responsibilities and Duties:**

1. **Preaching and teaching:** The Pastor will be the primary preacher for \_\_\_\_\_ worship services. The Pastor also will provide leadership in planning and executing the Adult Education programs and other programs in discipleship and ministry training, in coordination with other ordained and lay leaders.
2. **Strategic leadership and planning:** The Pastor is responsible for strategic planning and staff coordination in the execution of the church's purpose. The Pastor will define strategic goals and vision as a key leader among staff and elders and implement the plan by:
  - a. Coordinating/leading weekly staff meetings and other activities to clarify and execute goals and objectives.
  - b. Monitoring the spiritual pulse of the congregation through review and accountability.
  - c. Ensuring staffing, facilities and programs are effectively aligned to meet strategic goals.
3. **Staff supervision and development:** The Pastor serves as director to ordained and lay staff and lay volunteers, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:
  - a. Overseeing staff training and development.
  - b. Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the elders.
  - c. Providing leadership to the pastoral staff in the design and implementation of all church ministries.
  - d. Working with the Personnel Team to implement salary reviews and recommendations.
  - e. Maintaining efficient and effective lines of communication between the staff and elders.
  - f. Serving as HR manager – oversee the negotiation of insurance and other benefits, conduct performance evaluations, and provide ongoing informal performance feedback.

4. **Administration:** The Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through staff and lay volunteers. He must:
  - a. Oversee the pastoral care needs of the congregation and, as necessary, share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages and funerals.
  - b. Supervise the Office Manager and provide direction, as needed, for the effective functioning of the front office support functions.
  - c. Oversee development of and adherence to church policies and procedures.
  
5. **Evaluation and compensation:** The Pastor will file monthly reports to the Elders on ministry accomplishments and activities. The Personnel Team will conduct annually a performance evaluation and review of the compensation package.

I have read and received a copy of my job description.

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Employee

Date