

# Lead Pastor Job Description

## Summary:

The Pastor, as the ordained member of the Ministry Team, is accountable to Full Council for preaching the Word, administering the sacraments, conducting public worship services. The minister shall provide pastoral care to the congregation, catechizing the youth and training members for Christian service. He shall also engage in and promote the work of evangelism.

## Specific Responsibilities:

*The text in blocks is from the first form for Ordination/Installation of Ministers of the Word and is included to provide background for the main responsibilities of this position.*

### 1. Preaching

*The preaching of the Word is one of the minister's chief tasks. Such proclamation must faithfully reflect the Word of God and relate it to the needs of the listeners. Paul stressed this demand when he wrote, "...Preach the Word; be prepared in season and out of season; correct, rebuke and encourage..." (2 Tim. 4:2)*

- a. Prepare sermons and preach the Word of God and relate it to the needs of listeners in worship services and at special events (weddings, funerals, church anniversaries etc.) in the congregation such that they can apply it in their daily lives.
- b. Fulfill preaching and speaking assignments at other venues (pulpit exchanges, classical appointments, homes for seniors, conventions etc.).
- c. Coordinate preaching schedule with Executive Council.

### 2. Worship

*And because the sacraments are closely related to the preaching of the Word, the minister has the privilege of administering holy baptism and the Lord's Supper. Since the minister has the responsibility to preach the Word and to administer the sacraments in public worship, it is his task to conduct the worship service in such a manner that God receives glory and the congregation is edified.*

- a. Work with the Worship & Liturgy Committee in developing, planning and implementing worship and liturgy to create meaningful services that are God centred, celebrative, and sensitive to newcomers and long-term members, and that also take into account the church calendar year.
- b. Lead part of or all the worship service and administer the sacraments.
- c. Prepare material for weekly church bulletin.

**Category:**  
Administration

**Approved:**  
Full Council February 6, 2014  
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### 3. Pastoral Care

*As a pastor, the minister visits members of the congregation. He calls on the sick and suffering, he comforts those who mourn, he admonishes those who stray, he counsels those in need of guidance, and encourages the weak. He rejoices with those who rejoice and weeps with those who weep (Rom. 12:15) As a servant of Christ, the minister must help and encourage the people of God as they care for the hungry, the thirsty, the strangers, the naked, the sick and those in prison. (Matt 25:31-46)*

- a. Oversee the ministry of pastoral care and make recommendations to elders, deacons and other volunteers involved in the ministry.
- b. In addition to the pastoral work done by elders, visit the sick, shut-ins, elderly, bereaved and those in crisis situations within the congregation and pray and promote prayer for these persons.
- c. Visit members on special occasions such as baptism and milestone birthdays and anniversaries.
- d. Attend elders' meetings and report on upcoming and past activities and visits.

### 4. Discipleship

*The minister must instruct the baptized members of the congregation in the way of salvation, and he must also encourage and assist those who teach with him (2Tim. 2:2).*

*In all his work, the minister proclaims, explains, and applies Holy Scripture in order to gather in and build up the members of the church of Jesus Christ.*

- a. Give leadership to a discipleship ministry for all ages focused on cradle to grave learning opportunities.
- b. Participate in organizing and conducting classes for catechism, new members, marriage preparation and electives.
- c. Provide leadership to the youth by developing, coordinating, and leading the Youth Ministry for the middle school, high school and college and careers age groups with volunteer ministry leaders.
- d. Provide advice on resource materials to other leaders involved in church education.

### 5. Shepherding

*...Therefore the church under the guidance of the apostles instituted distinct ministries to ensure that the work would be done well (acts 6:1-6). Those engaged in these ministries were to function with Christ's power and authority, a power and authority rooted in obedience to his Word and expressed in loving service... The office of the minister of the word is one of those distinct ministries.*

- a. Foster leadership through planning and organizing training sessions for office bearers, staff, and volunteer ministry leaders, including orientation sessions for new council members.
- b. Supervise ministry staff, encourage a team spirit, hold regular staff meetings for all staff and provide input to staff evaluations.
- c. Maintain contact with volunteer ministry leaders and provide mentoring, encouragement, and advice.
- d. Provide leadership in making Trinity Christian Reformed Church a SAFE PLACE to worship and fellowship.

### 6. Outreach

*Yet the minister is called not only to serve those who already are members of the church of Christ, but also engage in and promote the work of evangelism. As a true disciple of the Master, he should show that the church exists also for the world and that the missionary task of the church forms an essential part of its calling.*

- a. Engage in evangelism and be sensitive to the seekers who come through the doors of Trinity Christian Reformed Church.
- b. Promote evangelism and the mission of the church with members of the congregation as given in the Great Commission.

- c. Participate in church sponsored outreach programs and activities.

## 7. Other Ministries

*In these ministries the Pastor is not responsible for leading but does maintain an awareness of their status and may be asked for advice or be asked to help resolve issues.*

- a. Serve on the Small Group Ministry Team.
- b. Maintain an awareness of what is happening in these ministries through interaction with leaders and participants in diaconal, church school, nursery, youth, small group, prayer and other ministries and clubs and be available to help resolve issues.

## 8. Vision & Mission

- a. With Full Council, periodically review vision statements every four to five years and advise Council of any changing circumstances that require changes to the vision.
- b. Ensure that ministry goals, strategies and programs are progressing towards the vision and provide recommendations for change to Full Council and ministry leaders.
- c. Promote the vision and mission of Trinity Christian Reformed Church within the congregation.

## 9. Administration

- a. Attend Executive Council, Full Council and Elders' meetings and provide monthly written reports on the status of assigned pastoral job responsibilities, and ministries where lead is assigned to the Pastor.
- b. Carry out general office functions such as write correspondence, answer inquiries, receive visitors, maintain own files and records. Select resources and study materials for congregation use.

## 10. Spiritual and Professional Development

- a. Nurture, protect and grow own spiritual formation through prayer and meditation, interactions with others, belonging to an accountability group, extra reading, and attending retreats and conferences.
- b. Continue on-going professional development through reading, attending conferences and courses and taking sabbaticals for further study.

## 11. External to Trinity Christian Reformed Church

- a. Give leadership and participate in Classis and other denominational agency meetings and events.
- b. Participate as a minister of the Word at Executive Council approved interdenominational and other public functions.

## Relationships:

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| 1. <b>Supervisor</b>                    | Full Council, Executive Council  |
| 2. <b>Direct Reports</b>                | (Youth Coordinator - Budget Dependent and/or Volunteer)<br>(Worship Coordinator - Budget Dependent and/or Volunteer) |
| 3. <b>Indirect Reports -Team Leader</b> | Pastor, Congregational Care  |
| 4. <b>Mentoring Reports</b>             | (Youth Coordinator - Budget Dependent and/or Volunteer)<br>(Worship Coordinator - Budget Dependent and/or Volunteer) |

## 5. Accountability

1. **The Full Council of Trinity Church** shall approve the hiring, financial/benefit package, over-all accountability, evaluation processes, discipline, and termination of contract.
2. **The Executive Council** shall receive monthly "ministry reports" from the Pastor outlining work plans, project proposals and work completed to-date. These shall be shared with the Elders and Full Council for their input and advice.

3. **The Pastor shall meet with staff and/or volunteer leaders** on a regular basis to plan, develop, coordinate, and implement ministry in Trinity Christian Reformed Church.
4. **The Personnel Committee** shall serve Full Council by meeting with the Pastor to encourage, evaluate, and assist in the employment relationship, as well as, coordinate the evaluation of work done to maximize ministry ability and opportunity.

**Required Knowledge, Skills and Abilities:**

1. A commitment to reformed doctrine and the vision of Trinity Christian Reformed Church.
2. A demonstrated strong preaching and teaching ability.
3. A desire to connect with the congregation through pastoral visits.
4. A passion for making and growing disciples of Jesus.
5. Experience in ministry giving evidence of an ability to organize, lead, encourage, motivate, and work with others.
6. Ability to work collaboratively in a Team Ministry partnership.
7. Ability to supervise staff.

**Educational Requirements, Training and Experience:**

1. Ordained as a Minister of the Word and Sacraments in the Christian Reformed Church.