

Position: Pastor

Accountable to: _____

Purpose: To serve the church by providing a balanced ministry of preaching, teaching, pastoral care and organizational leadership to the congregation, and to enable the church to grow to its full potential in membership and spiritual vitality.

Primary Duties and Responsibilities

1. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
2. Lead in worship and administer the Sacraments.
3. Encourage and nurture the spiritual development and beliefs of the congregation through regular teaching of the Bible.
4. Lead and inspire the church board(s) and congregation in the development and effective operation of a wide range of program activities.
5. Recruit, motivate and train youth and adult leaders.
6. Administer the program of the church by leading volunteers and paid staff members and conducting regular staff meetings for planning and informational purposes.
7. Provide pastoral counseling in times of crisis and minister to the sick, dying and bereaved.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Instruct classes of new members at least twice a year.
10. Moderate the church board(s) to develop reasonable goals, communicating a clear sense of direction and equipping the leadership for ministry.
11. Develop and administer the budget, and lead financial drives and giving programs as needed.
12. Work with the Personnel Committee to develop job descriptions, personnel policies and procedures, and performance evaluations.
13. Represent the church by serving on appropriate denomination committees and community organizations.
14. Schedule necessary time for study, preparation and planning in order to develop and maintain a deep level of spiritual growth.
15. Cooperate with the (_____) by performing any other duties when asked to do so.