

Position Description for Pastor

The pastor is a full-time position. The pastor serves the congregation according to the Church Order and the statement of ministry of the pastor in the Form for Ordination of Pastors. The pastor is responsible for the overall spiritual leadership of the congregation, and has the primary calling of equipping God's people for the ministry that Jesus entrusts to the whole church. The pastor has specific responsibilities in the areas of prayer, preaching, worship, teaching, pastoral care, education and discipleship, outreach, youth ministry, and administrative leadership of the council and congregation.

Prayer

Prayer is the foundation of all ministry for pastor and congregation alike. The pastor is expected to have a robust personal prayer life, to provide leadership and encouragement in this area, and to participate in the church's public prayer gatherings, in order to ground Grace Church's entire ministry in prayer.

Preaching

The pastor shall be primarily responsible for planning and carrying out the preaching ministry of Grace Church, sharing that ministry with others as directed by council.

Worship

The pastor shall be primarily responsible for planning, leading, and directing public worship.

1. The pastor shall work with the Music Director and/or (as applicable) the Worship Team or other gifted members in preparing the worship services
2. The pastor shall work with the Executive Council to schedule preaching, the administration of the sacraments, and other liturgically appropriate elements.

- Musical ability a definite asset

Pastoral Care

The pastor works with and provides leadership to the Pastoral Elders to ensure that all members receive adequate pastoral care through regular visitation, pastoral counseling, and special care in times of need.

1. The pastor is expected to visit the members regularly enough to maintain a personal relationship with church members and regular attendees.
2. The pastor shall work with the Pastoral Elders in pastoral visitation and in providing the Lord's Supper to shut-ins.

3. The pastor shall be available for short-term counseling for those with spiritual needs, but shall encourage parishioners to seek professional counseling (through the Congregational Assistant Plan) if that is required.
4. The pastor shall call on those who are hospitalized, those who have had a death in the immediate family, and/or who are experiencing emergency or crisis situations.
5. The pastor participates in the preparation of prospective members for profession of faith and in teaching catechism and preparing engaged couples for Christian marriage (pre-marriage and/or counseling.)

Education and Discipleship

The pastor is called to lead church members by word and example into faithful doctrine and life, and equip them for participation in the church's leadership, programming, and ministries.

1. The pastor shall work with the Executive Council to:
 - a. oversee the faith formation of all members
 - b. develop, maintain, and encourage participation in small groups
 - c. guide the church members in the discovery, development, and use of their spiritual gifts
2. The pastor shall be available for teaching responsibilities within the church as opportunity arises and needs dictate.

Outreach

The pastor is called to guide the church in discerning its specific missional calling, to equip the church and its members to obey that calling, and to participate personally in the work of outreach and evangelism. This includes

1. Working with council or (if applicable) an Outreach Team or gifted individuals in developing and implementing strategies and programs for outreach
2. Welcoming and following up with visitors and inquirers
3. Train members of the congregation for witness and outreach

Youth

The pastor is particularly called to guide the church in the catechesis and faith formation its youth This includes:

1. Working with council or (if applicable) a Youth Ministry Team or gifted individuals in developing and implementing Youth Ministries, including but not limited to:
 - a. Sunday School and Catechism instruction
 - b. Mentoring programs
 - c. Youth Group
 - d. Profession of Faith Class
 - e. Summer and Vacation Bible School activities
 - f. Social events for youth
2. Making it a priority to include younger members in the life of the church, especially involving them actively in worship services.

Administrative Leadership

1. The pastor shall serve as chair of the Pastoral Council, and be an ex officio member of the Executive Council.
2. The pastor shall convene regular meetings of the staff for prayer and to share concerns, develop and evaluate programs, delegate responsibilities, and fulfill administrative duties necessary to the successful operation of the total program of the church.
3. The pastor shall normally serve as delegate to Classis.
4. The pastor is accountable to the Executive Council for all aspects of the ministry except for pastoral ministry, for which accountability is to the Pastoral Council.
5. The pastor shall give verbal or written report of activities monthly as requested by the Executive Council.
6. The councils in turn are responsible to support the pastor in a spirit of love and encouragement and give the pastor their full support for agreed initiatives. The council members are responsible to follow the pastor's lead in the personal devotion and shared ministries described in this position description.

Vacation, Leave, Time Off

1. The pastor is relieved of preaching responsibilities every 5th Sunday. (August 2005)
2. The pastor receives four weeks of vacation per year.
3. The pastor is entitled to 10 days of study leave per year, subject to consultation with the Executive Council.
4. Sabbatical leave – After being with Grace church for at least 6 years, the pastor may request a sabbatical leave. The length and details of this leave will be discussed with the Executive Council

Arrangements

1. The work and performance of the pastor shall be reviewed and evaluated annually by the Executive Council.
2. The pastor shall be encouraged to seek continued education through formal programs of study, as well as periodic conferences and workshops.
3. The responsibilities delineated in this position may be open for discussion with the Executive Council in order to allow for a more accurate reflection of the talents and interest of the pastor, and to better meet the needs and goals of the church.
4. Any modification or change in the Position Description is subject to the approval of the Executive Council.