



Friendship Christian Reformed Church (FCRC) **Position Description**

PASTOR OF CONGREGATIONAL CARE AND OUTREACH

Oversight and direction:

- Meets with the Council President every other month.
- Is accountable to and reports to the Ministry Council in doctrine, life and duties.
- Council supervision will include love, counsel, encouragement and assistance in the work of the Lord.

Works closely and in mutual accountability with:

- The Lead Pastor of Worship and Discipleship, Youth Pastor, and the Administrator.
- Care Team (Circle of Care, Care Elders, Benevolence Deacons)
- Missions Team

Provides supervision, development, and evaluation for:

- Care Coordinator

Classification and hours:

- Ordained, Full Time, Salaried, Exempt.
- Scheduled work hours as needed to fulfill needs of the ministry.
- Hours worked should average about 45 hours per week over a calendar year.

General Responsibilities:

- Utilize gifts of pastoral care, relationships, and teaching to provide congregational care and outreach, and to equip the congregation to be a caring and mission minded community.
- Promote a vision for both personal and church evangelism, growth, and development.
- Serve as a role model in witnessing to Jesus Christ, leading the congregation in global (local, regional, and international) outreach.
- Share secondary responsibility for preaching and planning/coordinating worship services under the leadership of the Pastor of Worship and Discipleship.
- Preach the Word, administer sacraments, and faithfully shepherd the congregation in love.
- Provide a written ministry update and actively participate in scheduled Council, staff, Circle of Care, Missions and Elders meetings.
- Pray regularly for FCRC, its leaders, staff, congregation members and community.
- Ensure teaching and ministries are implemented consistent with the Reformed Faith of the Christian Reformed Church.

Specific Responsibilities:

- **Primary Responsibility: Pastoral/Congregational Care**
 - Minister to pastoral needs that require home, hospital, hospice, or other care facility visitation.
 - Provide spiritual care counseling as the need arises, referring to professionals as appropriate.
 - Minister to grief situations, including leading funeral services.

- Provide vision and training to care team (Circle of Care, Care Elders, Benevolence Deacons) in conjunction with Care Coordinator to evaluate and respond to congregational and community care needs.
- In conjunction with the Care Coordinator, provide opportunities and train lay-members in support care ministries such as leading or co-facilitating care and support groups related to grief, addictions, financial, relationships, etc.
- Regularly update prayer line communications.
- **Primary Responsibility: Evangelism/Outreach Leadership**
 - Challenge the congregation in evangelism and outreach through visionary teaching, training and equipping members for ministry involvement.
 - Pray for, meet regularly with, and guide the various outreach ministries of the church.
 - Lead the assimilation and enfolding of new believers into congregational life.
 - Build connections with local ministries/resources to be able to direct the community there when needs arise, and be aware of local service/missional opportunities to share with the congregation.
 - Develop and implement an outreach strategy to intentionally engage the congregation with our surrounding community.
 - Oversee regular and ongoing communication about local ministries and global mission partners to the congregation such as ministry updates or service opportunities.
- **Secondary Responsibility: Worship Leadership Support**
In conjunction with the Pastor of Worship and Discipleship:
 - Apply strong biblical principles through preaching the Word to life in today's realities (scheduled for 20-25% of FCRC services per year).
 - Administer sacraments in coordination with the Pastor of Worship and Discipleship as needed.
 - Participate and lead areas of worship in services (60-70% of FCRC services/year).
 - Encourage and challenge the congregation regarding stewardship of time, talent, and treasure.
- **Shared Responsibilities with Church Pastors and Staff**
 - Provide support to Small Groups, Care Team and Fellowship Ministries to encourage congregational use of spiritual gifts, connections between members, and spiritual growth.
 - Actively participate in regular scheduled meetings of the Church Leadership Team.
 - Provide support in annual evaluations of FCRC church staff, programs, and ministries.
 - With other Pastors, prepare believers for Profession of Faith, teach Catechism and offer other faith education opportunities.
 - Support the Youth Pastor in periodically sharing the Word of God at scheduled FYSH and 1-Way Youth meetings and integrating youth in pastoral care and outreach opportunities.
 - Represent FCRC to the wider church and community, including Classis and Denominational meetings.

Qualifications and Requirements

- **Personal Qualifications:**
 - A committed Christian with a close personal relationship with Jesus Christ: being in the Word and praying daily, as well as displaying love, faith, humility, and obedience--the marks of Christian discipleship.
 - Committed to continuous learning, as well as personal and professional growth and development.
 - Self-directed, detail oriented, well organized, and able to multitask.

- Agrees with and upholds doctrines of the Reformed faith, exhibiting qualities of an Elder as stated in 1 Timothy 3, Titus 1 and the Form for the Ordination of Ministers in the Christian Reformed Church.
- Gifted in building relationships and fostering healthy relationships among a diversity of people.
- Demonstrates a personal lifestyle that serves as a model for others, balancing commitments to work, church, self, and family.
- Acknowledges with love the Body of Christ and submits to its authority within FCRC.
- Becomes a professing member of FCRC within six (6) months of hire, if not already a member.
- **Professional Qualifications:**
 - Passion for communicating God's Word through preaching and teaching.
 - Ordained Pastor of the Word in accord with requirements of the Christian Reformed denomination. An MDIV degree is preferred.
 - Prior proven experience within a congregation or setting similar to that of FCRC.
 - Strong Pastoral Care skills, especially in the art of listening and providing spiritual counsel.
 - Excellent verbal and written communication and interpersonal relationship skills.
 - Able to work effectively and cooperatively in a staff and leadership team environment.
 - Expressed agreement and support for FCRC's stated vision, mission, and goals.
 - Uncompromising confidentiality to protect member and church information.
 - Proficient with administrative computer software, including Google Suites and Breeze.

Responsibilities and qualifications delineated in this position description will be reviewed and modified annually, or more often at the discretion of the Governing Council, to assure it is both an accurate reflection of the staff member and best meets the changing goals, plans, and needs of the church.

Modifications in this position description are subject to approval by the Governing Council.