

Bethel Christian Reformed Church, Listowel
Preamble to Ministry Staff Job Descriptions
(Updated as of April 20, 2022)

This preamble applies to all ministry staff for Bethel CRC in Listowel. We, the people of God at Bethel CRC, are seeking Pastors and/or Commissioned Pastor (for example, Youth Director or Interim Pastor) who will together provide the spiritual leadership and guidance necessary for us to be a congregation that glorifies God and advances His Kingdom. Through the leading of The Holy Spirit, the Pastors will work in partnership with the Council, other ministry personnel and leaders to assist in the development of programs and ministries to equip Bethel's members for various tasks of ministry.

We seek to employ Pastor(s) and Ministry Associates who will present the life and work of Jesus Christ as the only way of salvation and life. A Pastor who will challenge and assist in the spiritual development of all members and enfold them into the fellowship of Bethel.

The Pastor shall be called upon to provide guidance, under the direction of Church Council, towards ministry and pastoral care needs of the church. The Pastor is also called upon to provide guidance and direction for any new ministry associates and staff employed by Bethel. We seek a Pastor that is committed to team ministry.

Council is committed to a team ministry that is comprised of two Pastors. A team ministry has been in place since 2013. This will help to address the growing demands of ministry. It is anticipated that a newly hired Pastor will work together with our current Pastor. Council will review and may, in the future, assign each pastor to address separate demographic groups and / or functions within the church, as deemed necessary to ensure ministry needs are being addressed. Council will endeavour to utilize the gifts of each Pastor and Ministry Associate in meeting and addressing the ministry and pastoral care needs of Bethel.

It is recognized that a job description is a guideline. It shall be reviewed annually and adjusted as Council and ministry staff together deem necessary.

Pastoral staff are expected to coordinate their vacation and time away from Bethel in discussion with Council to ensure that preaching, teaching, and pastoral care needs are addressed at all times throughout the year. Pastors shall together coordinate representation on various committee's within Bethel. There is no need to have both Pastors sit on all committees.

It is the objective of Bethel CRC to have a team ministry that ensures there is mutual respect between all staff. Bethel desires a team ministry that encourages the church to live out the great commission telling others about Jesus in a way that allows God to use current and new members to fulfill their role as Christians. The congregation shall be encouraged to reflect their faith in all aspects of their lives inside and outside of the church.

Bethel Christian Reformed Church, Listowel
Job Description for Senior Pastor
(Updated as of April 11, 2022)

This is current job description for Senior Pastor position for Bethel. Also refer to preamble for ministry staff job descriptions, which provides guidelines for this position.

Worship and Preaching:

- Preach God's word at scheduled worship services in order to gather in and build up the members of the church of Jesus Christ.
- The pastor will be responsible for approximately 50% of pulpit supply. The pastor will arrange the preaching schedule in consultation with the Worship Committee and Elders. The pastors can also arrange for additional pulpit exchanges with other CRC churches in the area as the need arises.
- Prepare worship services in cooperation with the Worship Committee and designated Praise Teams and Worship Planning Teams.
- Faithfully administer the sacrament of Baptism when requested and conduct pre-baptism visits with the parents and/or individuals.
- Faithfully administer the Lord's Supper as designated by Council.

Pastoral Care:

- Visit the sick and hospitalized.
- Do short term counseling with those in spiritual need or crisis. Refer those who need long term counseling to Christian professionals
- Show Christ's compassion to families suffering grief and loss. Assist families in funeral preparations and conduct funerals upon request.
- Meet with engaged couples and conduct or arrange pre-marital counseling.
- Engage in family and individual visitation and other fellowship opportunities.
- Meet with leaders of Bethel to mentor and encourage them.
- Meet with and coordinate with other ministry staff to facilitate visitation schedules and other opportunities of ministry within the Bethel.
- We want to ensure that the Pastor (and his wife if they so choose) have a good support network to receive strength and encouragement. This can be completed through a Pastor Relation Group through the church or an alternative arrangement that can be developed with approval of Council (for example, a peer mentoring group or counselor).

Education:

- Help the Education Committee to help co-ordinate and organize educational activities.
- Teach a Catechism Class
- Coordinate and teach the Profession of Faith Classes.
- One of the Pastors is expected to sit on the Education Committee.

Outreach:

Assist the Outreach Committee with coordination and organization of outreach activities within the church and local community. In order to promote evangelism, the pastor will promote a church that is friendly, safe, warm and welcoming.

One of the Pastors is expected to sit on the Outreach Committee.

Administration:

- Attend and prepare a report for monthly Council meetings. Advise and equip Council to ensure that Church ministries are consistent and in agreement with the Word of God, The Church Order and the vision of Bethel.

- Attend and participate in monthly Elder meetings. Assist the Elders and Pastoral Care Workers in their work of pastoral care within the Church.
- Assist other committees and ministries as the need arises.
- Participate in an annual review and evaluation of the pastor's ministry.
- Participate and lead regular (if possible weekly) staff meetings for church staff to ensure effective communication.

Classis Huron and the Denomination:

- Be appropriately involved in responsibilities to Classis and Denomination. Council must approve any major commitment at these levels.

Community:

- Attend and participate in the meetings and activities of the North Perth and Area Ministerial - Association. Council of Bethel must approve any major commitment to this body.

Continuing Education:

- Participate in personal, continuing education in the Word of God, through seminars, reading of other ministry related books, journals and periodicals.
- Receive continual training and professional development related to the church's various ministries in consultation in consultation with Council at Bethel.
- One of the Pastors is expected to sit on the Small Groups Committee to promote fellowship and Bible study within the congregation. This is currently not in place, but is to be considered in the future.

Accountability:

The Pastor is accountable to Council in doctrine, life, and functions as set out in this job description. Any changes to the job description shall be made in conjunction with the Pastor and Council.

Supervision by Council will include love, counsel, encouragement, and assistance in the work of the Lord.

Council, along with the guidance of the Human Resource Committee, shall undertake an annual performance review with the Pastor. This is intended to provide beneficial feedback and direction to the Pastor and for Council.

Assist in periodic review of Job Description for each member of ministry staff for Bethel in consultation with Council.

Approximate Allocation of Time

The following is an estimated time allocation of the Pastor's key responsibilities. This allocation is now required by the Canada Revenue Agency for eligibility for the Clergy Housing Deduction.

Pastoral care	20%	Teaching and education	10%
Preaching of the word	50%	Administrative functions	10%
Evangelism and outreach	10%		