

# **Oakland Christian Reformed Church**

## **Pastoral Job Description**

**December 13, 2021**

**POSITION:** Pastor of the Oakland Christian Reformed Church

**POSITION PURPOSE:** The pastor is to provide spiritual and pastoral leadership to the congregation of the Oakland Christian Reformed Church. The pastor will serve the council with advice and assistance as the council fulfills its responsibility for the over-all executive leadership of the congregation as we seek to fulfill our mission and purpose as the body of Christ. The pastor will give primary leadership to the ministries of worship, education, pastor care, outreach and administration. He will also offer advice and assistance to the deacons in their leadership in the area of stewardship.

**SUPERVISION:** The pastor serves under the supervision of the council of the Oakland Christian Reformed Church.

**RESPONSIBILITIES:** Subject to review and adjustment, in conjunction with the council, the following constitute the major responsibilities of the pastor:

### **I. WORSHIP**

The Oakland Christian Reformed Church believes that the preaching of God's Word is foremost in the life of the congregation. Every Sunday, the Oakland CRC has a morning and evening service.

#### **The pastor will:**

- lead these services. He is expected to preach and teach the Word of God and administer the sacraments when appropriate. He is also expected to regularly preach the Word of God as summarized in the confessions of the CRCNA.
- plan and lead worship in conjunction with the worship committee, worship planners, worship team, musicians, the visual / sound tech teams, and any others involved with worship services.
- lead worship on special worship days that do not fall on Sunday. Some worship services are combined with other local area churches. He will also conduct funerals and weddings as requested.

## **II. PASTORAL CARE**

### **The pastor will:**

- emphasize prayer in the congregation's life, including a regular prayer meeting.
- along with the elders and deacons, call on the sick, the home-bound, those in care facilities and those hospitalized.
- assist the elders in the work of family visiting when requested.
- do the pre-marital counseling with those for whom he performs the wedding.
- be available for private, confidential pastor care and counseling, and make referrals for professional counseling when appropriate.
- meet with families for funeral planning, visitation at the funeral home and do follow-up grief care.
- generally socialize with the members of the congregation.
- communicate with the district elders and deacons about the care needs within their districts.

## **III. CONGREGATIONAL EDUCATION**

In the eyes of Oakland's elders, preaching and pastoral care are the highest priority for our pastor responsibilities. Recognizing that there are also other areas of responsibility, we want our pastor to use his gifts and passions in ministry. We also want to use the spiritual gifts and abilities of our leaders and other members. We are open to negotiations on who serves and leads in these areas.

### **The pastor will:**

- teach the profession of faith classes and the one-on-one reaffirmation and special situation pre-membership sessions as needed.
- be involved with developing the curriculum plan for the high school catechism program with the approval of the elders, and assist the other leaders in all our youth ministries in selecting the educational materials for their groups.

- be active in the life of youth education ministries, and support the leaders.

#### **IV. CHURCH ADMINISTRATION**

##### **The pastor will:**

- in cooperation with the council president, be responsible for preparing the agendas and participate in the elders', deacons, council and congregational meetings.
- make use of the elder/deacon handbooks in council meetings.
- attend to the responsibilities related to being part of Classis Zeeland, manage priorities for congregation and classical, and seek help from the elders when work becomes overwhelming.
- write the pastor's page for the Oakleaf, and the council report for the Oakleaf.

#### **V. OUTREACH:**

##### **The pastor will:**

- work with the Outreach Committee to implement ministries that reach out to the unchurched and new residents of our community with the good news of the gospel of Jesus Christ.
- encourage all other organizations and ministries of the Oakland CRC to carry out their work with an emphasis on welcoming others into the fellowship and encouraging everyone to participate in the outreach mission of the church.
- attend, if time allows, the monthly meetings of the Zeeland and Hamilton Ministerial Associations.
- annually arrange for and schedule the home-service visits by the missionaries supported by the Oakland CRC.

#### **VI. PROFESSIONAL DEVELOPMENT:**

##### **The pastor will:**

- be encouraged to annually arrange for his own continuing education experiences.
- participate in the annual pastor's performance review conducted by the council in January.

- portray a sense of calling to the ministry.
- attend to personal prayer and devotions.
- give priority to personal godliness in all relationships.
- abide by safe church guidelines.
- maintain loyalty to the Word of God, the Church, and the Oakland congregation.

## **VII. STEWARDSHIP:**

### **The pastor will:**

- in his preaching and teaching, regularly challenges the congregation in the area of Biblical stewardship.
- be asked to serve the deacons with advice regarding the financial matters and the benevolence ministries of the congregation.
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- spend time semi-monthly, meeting with the deacons to help them: organize priorities, teach conduct of meetings, and encourage them through difficult or confidential situations.