



Sonlight Christian Reformed Church

Reaching up to God, to each other and out to friends and neighbours.

In Treaty 4 Territory and the traditional homeland of the Metis

139 Cannon Street, Regina, SK S4N 4L3 Canada

Tel: (306) 586 - 5105



PASTOR'S POSITION DESCRIPTION

Reviewed and adopted by Sonlight CRC Council in December 2019

A: GENERAL RESPONSIBILITIES

The Pastor is to serve God and the church by providing Biblical, spiritual, pastoral and visionary leadership within the framework of the church's overall vision, mission and purpose, promoting the spiritual health, growth and well-being of the congregation through preaching, teaching, prayer and administration of the sacraments.

B: PERSONAL QUALIFICATIONS:

1. Be a committed Christian, speaking freely about a personal relationship with the Lord.
2. Be a person of prayer, a student of the Bible, and be committed to personal spiritual growth and learning, convinced of the doctrines of the Reformed faith.
3. Be gifted in building relationships and fostering the building of relationships among others.
4. Demonstrate a personal lifestyle which serves as a model for the congregation, balancing commitments to church, self and family.

C: PROFESSIONAL QUALIFICATIONS:

1. Possess excellent communications skills with a love for communicating God's Word through preaching, teaching and outreach.
2. Have a strong conviction, combined with training, to help the church reach the lost for Christ.
3. Possess strong pastoral care skills, trained in the art of listening and spiritual counsel.
4. Possess time management skills as well as skills in cooperative leadership.
5. Possess the education and academic training required of Christian Reformed ministers in order to serve in the denomination.

D: SPECIFIC RESPONSIBILITIES:

D.1 WORSHIP:

1. In conjunction with the worship committee, plan and lead weekly worship services as well as special services that inspire and challenge the people who come to worship.
2. Administer the sacraments.
3. Arrange pulpit exchanges with the approval of the council.

D.2 OUTREACH:

1. Promote a vision for outreach and serves as a role model for witnessing for Jesus Christ.
2. Serve as a resource and provides assistance to Outreach Coordinator for effectively leading the congregation in local and global outreach
3. Lead and encourage church members to join and support local and distant mission trips and projects, encourage all members to make guests and strangers feel welcome in worship, ministry programs and fellowship.
4. Visit with new families or individuals who have been attending, encourage the reception of newcomers

D.3 LEADERSHIP:

1. Oversee the administration of the church office, and working in partnership with council, oversee the work of various committees and staff.
2. Support and assist the worship planners, committees and volunteers in their responsibilities.
3. Provide or arrange for leadership development and training.
4. Encourage members with leadership potential to use their gifts in church ministry.
5. Engage in visioning, provide direction and new ideas for all church ministries, encourage new outreach ministries, promote faithful stewardship and financial giving, and participates in council meetings.

D.4 PASTORAL CARE:

1. Be the first contact for primary responsible pastoral care.

2. Delegate and share pastoral care work with the district elder, deacon and others.
3. Make routine hospital visits (especially in emergencies and crisis visits), periodic visits to seniors and the shut-ins, visit for special occasions as needed.
4. Notify the congregation of pastoral needs through church call/email links and church bulletin.
5. Promote care-giving, prayer ministry, and membership ministries consistent with the goals of the church.

D.5 EDUCATION:

1. Promote the spiritual development of our youth through educational and relational ministries that lead us to love, learn, seek, and serve, leading to public profession of faith.
2. Provide direction and support to volunteers in fulfilling goals and objectives.
3. Teach a class on “Reformed faith and life” essentials to those from non-Reformed church backgrounds.

E: WORKING CONDITIONS:

1. The position requires considerable flexibility in hours available for work including evenings and weekends.
2. The church will provide an office and equipment with some administrative assistance.
3. Vacation consists of 4 weeks, consisting of 4 Sundays and 20 working days, to be arranged with council at a mutually convenient time.
4. Compensation will be set in accordance with guidelines provided by the CRC in Canada, which will include normal pension, housing allowance and travel allowances.

F: OTHER RESPONSIBILITIES:

1. Regularly attend elder and council meetings, and at least one deacon meeting each year.
2. Provide leadership for weddings, funerals, when requested, for church members. Requests for such services from non-CRC members should be first cleared with council.
3. Secure marriage preparation sessions for engaged couples.
4. For professional development, attend continuing education courses, workshops, seminars, retreats etc.

5. Attend Classis meetings as requested by council.
6. Support the work of Indigenous Christian Fellowship
7. Establish a Pastor Relations Committee as a personal support for self and family, working with others within our denomination or part of the local community.

G: ACCOUNTABILITY:

1. Serve under the supervision of council for administrative matters and for spiritual and pastoral care matters.
2. Develop a monthly work plan for review by council so that goals for the church can be regularly reviewed and progress evaluated.
3. Present oral and written reports of all visits and meetings to each council meeting.
4. This job description may be reviewed at the request of the Pastor or Council.