

## Pastor Position Description

Update: Nov 2025

- I. Purpose of this position: to assist Faith CRC in fulfilling its purpose of glorifying God by ministering particularly in the areas of:
  - A. Worship
  - B. Leadership and administration
  - C. Pastoral Care
  - D. Education
  - E. Outreach and Assimilation
  - F. Denominational/Classical Work
  
- II. Qualifications of the Pastor
  - A. Personal commitment to Jesus Christ and His Church
  - B. Graduate of college and a theological seminary
  - C. Ordained minister in the Christian Reformed Church
  - D. Excellence in preaching and teaching the Word of God from a Reformed perspective
  - E. Proven administrative skills
  - F. Excellence in guiding and mentoring staff
  - G. Good communicator
  
- III. Duties of the Pastor
  - A. In the area of Worship
    - 1. Prepare and deliver one sermon per week
    - 2. Partner with the Director of Worship & Music, the Worship Planning Team, and the Elders and Deacons in coordinating worship services.
      - a. Prepare sermon schedules
      - b. Orders of worship and liturgies
  
  - B. Administration and leadership
    - 1. Champion Faith Church's priorities as established by Faith Church's leadership.
    - 2. Encourage church leadership to continue improving and to be more effective in implementing ministry priorities.
    - 3. Coach, encourage, and advise staff through regular staff meetings
    - 4. Conduct annual staff reviews in partnership with Council.
    - 5. Supervise the work of any intern or person seeking Licensure to Exhort
    - 6. Partner with church leadership to encourage the members of the church in the discovery, development, and deployment of their spiritual gifts for the good of the church and its ministry
    - 7. Participate as a non-voting member of the Executive Team and the Elders
  
  - C. Pastoral Care
    - 1. Conduct funerals, weddings, and baptisms, and provide related pastoral care (including premarital counseling)
    - 2. In partnership with the Elders as first call responders, coordinate spiritual care for people in need, and spiritual encouragement and guidance for those at significant life passages

3. Provide short-term pastoral counseling and refer others to suitable agencies when appropriate
4. Review regularly with staff and Elders the needs of people within their respective ministries

D. Education

1. Organize and administer New Member classes

E. Outreach and assimilation

1. Partner with the Community Needs Committee and the Deacons in engaging the congregation in the local community.

F. Denominational/Classical work

1. Attend Classis/Synod meetings
2. Perform the duties of whatever Classical functions the pastor is elected to (e.g., Regional Pastor, Church Visitor, Classical Home Missions committee, etc.)
3. Perform the duties of whatever Synodical functions the Pastor is appointed to, subject to Council approval

IV. Accountability

- A. In all matters relating to doctrine and life, the Pastor shall be directly accountable to the Elders
- B. In all personnel matters, the Pastor shall be accountable to the Council
- C. In matters relating to lay ministries, the Pastor shall meet with the appropriate committee as requested
- D. The Pastor shall attend and report to the Elders