



INGERSOLL
CHRISTIAN REFORMED CHURCH

PASTOR JOB DESCRIPTION 2026

Ingersoll Christian Reformed Church

429 King Street West, Ingersoll, ON N5C 3J7

T: (519) 425-4407 | E: ingersollcrcsecretary@gmail.com | W: www.ingersollcrc.ca

Ingersoll CRC seeks to be a prayerful growing faith family, using enhanced programs and facilities to improve our connections with each other and our community in service to Christ.



Job Description (Year 1) - Full Time Pastor

Ingersoll CRC, Ingersoll, ON

April 2026

This job description follows the standard procedure designed for Ingersoll Christian Reformed Church and once accepted, will become part of the operational format of Ingersoll CRC. The purpose of this job description is to outline the functions, scope of operating authority, and responsibilities of the Pastor.

Function

The Pastor is expected to fulfill the following functions:

- I. Be a spiritual leader within Ingersoll CRC, working closely with Council, providing guidance, discernment, and wisdom.
- II. Provide training for Elders, Deacons, and other Leaders in the church.
- III. Proclaim the Holy Scriptures and administer the Sacraments, weddings, and funerals.
- IV. Provide pastoral care in conjunction with the Elders.
- V. Build and maintain healthy and spiritual relationships with members of the congregation, including:
 - A. Visiting members in hospital
 - B. Visiting members in mourning
 - C. Connect with all members in a 24-month period with direction from Elders.

Professional Qualifications Required

- I. The Pastor is ordained and called in accordance with the Articles of the Christian Reformed Church Order and is accountable to Council.
- II. A Master of Divinity from a recognized Christian Institution.
- III. The education and academic training required of Christian Reformed ministers in order to serve in the denomination and engage in on-going professional development.

Working Relationships

- I. The Pastor will develop, foster, and maintain good relationships with Council, committees, employees and staff of Ingersoll CRC and the congregation.
- II. The Pastor will meet with Council for the purpose of goal setting, leadership development, and annual performance evaluations.
- III. The Pastor will be part of the Worship Committee for quarterly (or as needed) organization of upcoming services.

Responsibilities

- I. Embrace and visit the current ministries, encouraging the participation of the congregation in leadership and service; and challenge the congregation in the pursuit of fulfilling Christ's mission in this world.
- II. The Pastor is to be an active member within the congregation and within the community. It is recommended that they live within Ingersoll or the surrounding area.
 - A. The Pastor should encourage by example in congregational fellowship/activity participation.
 - B. It is considered an asset for the Pastor to actively participate in community outreach (within or outside of work hours at their discretion).
 - C. Engage as a member of the Ingersoll Ministerial where duties would include:
 1. Monthly meeting with pastors within Ingersoll
 - a) Support Inter-Church programs and ministries
- III. Demonstrate leadership skills in our ministry which would include but is not limited to:

- A. Be an active listener
 - B. Provide guidance and perspective.
 - C. Consider the larger effects of our ministries, including which are working well and which are not. Make recommendations to Council where changes could be an improvement.
 - D. Build and promote an emotionally and spiritually healthy atmosphere.
 - E. In time, equipping and encouraging the congregation in discipleship, inside and outside of Sunday worship, to grow in their faith and evangelism (ex. encouraging men and women's ministry, small groups, young adults, couples, etc.)
- IV. Engage actively with Council:
- A. Attend meetings regularly, bringing relevant matters forward.
 - B. Notify the Chairs of Council and/or Elders on all matters of urgency.
 - C. Provide a monthly written report.
 - D. Collaborate with the Deacons to assess needs, promote stewardship, and care for those in need.
 - E. Collaborate with the Elders to exercise admonition, provide pastoral care, and exercise evangelism
- V. Proclaim, explain, and apply Holy Scripture. Research, prepare, and deliver weekly sermons in order to:
- A. Challenge the congregation to live out their faith in their daily lives.
 - B. Be responsive to and address the spiritual needs of the congregation.
- Provide a service schedule to Council and collaborate with the Worship Committee to develop sermon topics, series, and/or liturgies.
- VI. Administer the Sacraments as required.
- VII. Engage in daily intercessory prayer for the church and its ministries and encourage the congregation to be a praying church.
- A. It would be considered an asset for the Pastor to intermittently join in on Prayer Team meetings.
- VIII. Take care of self as a precursor to knowing and leading a congregation.
- IX. Provide counseling (ex. premarital) and pastoral care within professional scope, referring when necessary to other Christian counsellors.
- X. In time, leading Catechism classes would be considered an asset.
- XI. Offer Profession of Faith classes to those desiring to become full members of the church.

Scope for Independent Action

- I. Matters to be referred to Council:
 - A. The Pastor is expected to seek Council's advice concerning any significant variation from the duties outlined above. Timing of vacation dates are at the discretion of Council and such requests are normally expected 2 months minimum in advance.
 - B. All matters that require the expenditure of church funds are to be brought to the Council for approval, apart from small and routine expenses.

Personal Qualities and Attributes

- I. Be a committed Christian, speaking freely about a personal relationship with the Lord.
- II. Possess excellent communication skills with a love for communicating God's Word through preaching and teaching.
- III. Be a person of prayer and committed to personal spiritual growth.
- IV. Be gifted in building relationships and fostering the building of relationships among others.
- V. Be committed to the Christian Reformed Church, acknowledging the authority of the Body of Christ.

Term

- I. The Pastor position is a full-time position for a time as determined by the Council.
- II. Along with the Council, the Pastor will create a vision and plan of ministry for future term.

**It is recommended that the Pastor takes their first year to prioritize on building relationships within the congregation and settling within the community.