

PASTOR'S JOB DESCRIPTION

Grace Christian Reformed Church of Welland

POSITION: Pastor

Position Purpose: The Pastor is to provide spiritual and pastoral leadership to the membership of Grace CRC. The Pastor will preach, teach, and administer the Sacraments, and give primary leadership in the areas of Worship, Ministry Coordination, Pastoral Care and Outreach. He is to lead the church in articulating the vision and understanding and embracing the mission of the church.

Supervision: The Pastor serves under the supervision of the Church Council.

Responsibilities: Subject to review and adjustment in conjunction with the Church Council, the following constitute the major responsibilities of the Pastor:

A. Worship (The Pastor should be concerned about the spiritual well-being of the congregation, encourage spiritual growth, and call people to Christian living.)

1. To regularly preach and teach the Word of God and administer the Sacraments in the congregation.
2. To plan and lead worship in conjunction with the worship coordinator, the musicians, and the Worship Committee.
3. To officiate at the pastor's discretion with disclosure to the consistory, special services such as weddings and funerals.

B. Ministry Coordination

1. To regularly communicate and to be informed by the elders, deacons, staff and program leaders of all congregational matters.
2. To support and assist the volunteers who have responsibility in the ministries of education, youth programs, and teach/lead education classes as needed.
3. To attend Consistory (elders), Council and Administrative Board Meetings, and serve as an advisor.
4. To partner with elders, deacons, and other leaders in encouraging and equipping members to be active in relationships of pastoral care.
5. To annually lead training sessions for elders and deacons if needed.
6. A minister in the CRC is also required to function at both the Classis and Denominational level, and ought to be active in ecumenical relationships, encouraging the church to participate as well.

C. Pastoral Care

1. To make it a priority to get to know the congregation — its members, programs, and history.
2. To provide pastoral care, in conjunction with elders and other caregivers, through visitation, counselling, and prayer for the sick, shut-ins, widows and widowers, and others in need.
3. To make appropriate referrals when necessary and quickly respond to crisis situations which arise in the congregation.
4. The position of Pastor requires great flexibility in hours available for work, including evenings and weekends as may be required. The pastor should be in the office a sufficient amount of time for accessibility to members of the congregation and for regular communication with members of the church staff. The Pastor also needs to be visible and available to the congregation and Council before or after Sunday services.
5. To pray for members of the congregation regularly.
6. To encourage and equip the elders and other leaders in forming and maintaining small groups.

D. Outreach

- 1 Identify the people with gifts in coordinating an Outreach Team.
- 2 Create training opportunities in conjunction with the Outreach Team for people to engage in the broader community.
- 3 Challenge, encourage, and equip committees and groups to move forward in outreach to reach new residents in the community.

approved March 31 2026