

Lead Pastor Job Description 2026

Vanastra Community Christian Reformed Church

Pastor General Responsibilities

The Pastor will assist in the spiritual development of all members through preaching, teaching and discipling the congregants to equip them to be the hearts, hands and voices of Jesus in our community. We desire a Pastor with experience in community outreach and a desire to be actively involved in the community while also maintaining the discipleship of church members.

Specific Responsibilities

1. *Preaching*

- a. Develop weekly biblically based and engaging sermons in addition to special services (Christmas Eve, Maundy Thursday, New Years Eve, Easter, etc)
- b. The pastor is not required to preach the 5th Sunday of the month, unless a special service is that day and another Sunday taken off with council approval
- c. Challenge the congregation to live out their faith in their daily lives
- d. Work alongside the Worship Committee and musicians to prepare services
- e. Administer the Sacraments
- f. Be an effective communicator
- g. Participate in pulpit supplies as needed

2. *Teaching*

- a. Teach Catechism and Profession of Faith classes as needed
- b. Teach Marriage classes and New Members classes as needed
- c. Work alongside Council and Program Leaders in the church to plan and ensure discipleship programs for all age groups in the church ie Gems, Cadets, Mens Group, Youth Group etc
- d. To know the “goings-on” of the congregations ministries including regular contact with staff, group and program leaders and other volunteers

3. *Shepherding*

- a. Meet and engage with all members of the congregation through regular home visits or touch points at least annually (ie telephone call, coffee, lunch, etc)
- b. Ensure senior community is visited and/or called bi-annually and more often as needed
- c. Strong spiritual leadership and mentorship praying for the congregation and it's ministries
- d. Maintain an open door policy with regular office hours to be available to the congregation and community
- e. Visit congregation members through life transitions i.e. deaths, births, sickness, marriage, etc.
- f. Build and foster relationships among others within the congregation and community

- g. Provide general counseling and refer to professionals as needed
- h. Conduct Christian funerals and Wedding ceremonies when requested
- i. Live within and be actively involved in the community at large and within the congregation to promote relationship and fellowship

4. Leadership, Administration and Accountability

- a. Attend regular Council, Elder, Deacon and Executive meetings
- b. Provide monthly written and verbal reports to full council regarding visits, connections with the community, needs of the church etc
- c. Use a shared calendar with church administrator and chair of council
- d. Notify the Chair of Council and/or Elders on all matters of urgency and provide monthly verbal reports
- e. Collaborate with deacons to assess needs, promote stewardship and care for those in need
- f. Lead and encourage Council Members in their faith and leadership development (ie council devotions, retreats, etc)
- g. Attend Classis and Denominational meetings as needed
- h. Work well alongside other church staff under the oversight of council
- i. Serves as head of staff and meets with staff individually and coordinates monthly staff meetings and more often as needed
- j. To promote a healthy flow of communication between council, church staff, and the congregation
- k. Engage in ecumenical activities
- l. Participate in an annual performance review with council and more frequently if needed
- m. Other duties as assigned

Qualifications

1. Be a committed Christian devoted to the Word.
2. Be an ordained Pastor of the Christian Reformed Church.
3. Possess a heart for youth and young families and be personable with people.
4. Work collaboratively with Council in providing leadership to the church.
5. Committed to a devotional relationship with God and helps congregants develop their devotional relationship with God.
6. Encourage people how to relate faith to their daily lives.
7. Be compassionate, caring, and sensitive to the needs of others while maintaining confidentiality.

Compensation

Vanastra Community CRC is prepared to offer our new pastor a salary based on the CRC Ministers Compensation Survey. Included in the compensation package is a housing allowance, pension, medical insurance, Canada pension, travel mileage, continuing education funds and time allotted, a sabbatical policy, vacation time and Minister's retreat funds.