**Pastor’s Job Description**

**Statement of Purpose**

The Pastor is called to faithfully preach the Word, to administer the sacraments, to pray for and with the congregation, and to provide pastoral care. The Pastor also provides leadership for the congregation in its various ministries. The Pastor is under the authority of the elders with regard to worship and doctrine and is under the guidance of the Council with regard to the rest of his duties.

**Duties include, but are not limited to:**

1. ***Worship Leadership***

* Prepare and preach a sermon each Sunday that glorifies God and faithfully proclaims His Word [*Reformed?*]
* Prepare a preaching schedule of sermon topics and series for elders to review
* Work with the elders to help provide pulpit supply when needed
* Lead the congregation in worship and prayer
* Coordinate with the Music Director, Worship Director, and worship team in planning worship services.
* Equip and encourage the worship team
* Administer the sacraments of baptism, and communion

2. ***Pastoral Care***

* Provide leadership and manage the care resources of the congregation. This includes direct care and personal visitation of church members by the Pastor and the training of elders and other lay leaders in the exercise of member care.
* Inform the deacons of needs within the congregation and assist them in acts of benevolence
* Conduct marriages and funerals with Council approval
* Provide pastoral and pre-marriage counseling as necessary
* Equip and encourage to those leading the church in care ministries
* Build relationships with the members of the congregation

3. ***Ministry Development***

* With the elders, develop and participate in new members classes
* Encourage members to discover and use their spiritual gifts in the ministries of this church–worship, prayer, education, fellowship, service, and outreach.
* Along with the Council, find, equip and encourage leaders for adult, youth, and children’s ministries

4. ***Evangelism***

* Develop and maintain contacts in the local community
* Assist in neighborhood outreach, in the discipling of new believers, in the assimilation of new members, and in the church’s educational ministry to youth and adults as opportunity permits
* Keep in touch with the outreach team’s plans
* Pursue one-on-one evangelism
* Provide for lay training in evangelism
* Equip and encourage those engaged in outreach ministries

5. ***Administration***

* With the Council, provide leadership and management in the area of ministry organization so that the ministries of the church are conducted in a manner consistent with the current plan and annual budget
* Support and encourage other staff and lay leaders
* Maintain an effective and harmonious team ministry with other staff
* Help each staff member fulfill his/her duties with a clear sense of purpose, affirmation, and accountability
* Attend Classical and/or Synodical meetings
* Perform Classical or Synodical duties the pastor is elected to or appointed to with Council approval