

Pastor Job Description (Solo)
for
Evergreen Community CRC of Fort McMurray

Summary:

The Pastor, as the ordained member of the Ministry Team, is accountable to the Church Council of Evergreen Community CRC for preaching the Word, administering the sacraments, and conducting public worship services. The minister shall provide pastoral care to the congregation, catechizing the youth and training members for Christian service. He shall also engage in and promote the work of evangelism within Fort McMurray.

Specific Responsibilities:

The text highlighted below is from the Form for Ordination/Installation of Ministers of the Word and is included to provide background for the main responsibilities of this position.

1. Preaching

The preaching of the Word is one of the minister's chief tasks. Such proclamation must faithfully reflect the Word of God and relate it to the needs of the listeners. Paul stressed this demand when he wrote, "...Preach the Word; be prepared in season and out of season; correct, rebuke and encourage..." (2 Tim. 4:2)

- a. Prepare sermons and preach the Word of God and relate it to the needs of listeners in worship services and at special events (weddings, funerals, church anniversaries etc.) in the congregation such that they can apply it in their daily lives.
- b. Fulfill preaching and speaking assignments at other venues (pulpit exchanges, classical appointments, homes for seniors, conventions etc.).
- c. Coordinate preaching schedule with Executive Council.

2. Worship

And because the sacraments are closely related to the preaching of the Word, the minister has the privilege of administering holy baptism and the Lord's Supper. Since the minister has the responsibility to preach the Word and to administer the sacraments in public worship, it is his task to conduct the worship service in such a manner that God receives glory and the congregation is edified.

- a. Work with the Worship & Liturgy Committee in developing, planning and implementing worship and liturgy to create meaningful services that are God centred, celebrative, and sensitive to newcomers and long-term members, and that also take into account the church calendar year.
- b. Lead part of or all the worship service and administer the sacraments.
- c. Prepare material for weekly church bulletin.

3. Pastoral Care

As a pastor, the minister visits members of the congregation. He calls on the sick and suffering, he comforts those who mourn, he admonishes those who stray, he counsels those in need of guidance, and encourages the weak. He rejoices with those who rejoice and weeps with those who weep (Rom. 12:15) As a servant of Christ, the minister must help and encourage the people of God as they care for the hungry, the thirsty, the strangers, the naked, the sick and those in prison. (Matt 25:31-46)

- a. Oversee the ministry of pastoral care and make recommendations to elders, deacons and other volunteers involved in the ministry.
- b. In addition to the pastoral work done by elders, visit the sick, shut-ins, elderly, bereaved and those in crisis situations within the congregation and pray and promote prayer for these persons.
- c. Visit congregants on a regular basis, in addition to special occasions such as baptism and milestone birthdays and anniversaries.
- d. Attend elders' meetings and report on upcoming and past activities and visits.

4. Discipleship

The minister must instruct the baptised members of the congregation in the way of salvation, and he must also encourage and assist those who teach with him (2Tim. 2:2). In all his work, the minister proclaims, explains, and applies Holy Scripture in order to gather in and build up the members of the church of Jesus Christ.

- a. Give leadership to a discipleship ministry for all ages focused on cradle to grave learning
- b. Participate in organising and conducting classes for catechism, new members, and marriage preparation as applicable.
- c. Establish a Small Group Ministry Team if requested.
- d. Provide leadership to the youth by developing, coordinating, and/or leading the Youth Ministry for the middle school, high school and college and careers age groups with volunteer ministry leaders.
- e. Provide advice on resource materials to other leaders involved in church education.

5. Shepherding

...Therefore the church under the guidance of the apostles instituted distinct ministries to ensure that the work would be done well (acts 6:1-6). Those engaged in these ministries were to function with Christ's power and authority, a power and authority rooted in obedience to his Word and expressed in loving service... The office of the minister of the word is one of those distinct ministries.

- a. Foster leadership through planning and organising training sessions for office bearers, any staff, and volunteer ministry leaders, including orientation sessions for new council members.

- b. Maintain contact with volunteer ministry leaders and provide mentoring, encouragement, and advice.

6. Outreach

Yet the minister is called not only to serve those who already are members of the church of Christ, but also engage in and promote the work of evangelism. As a true disciple of the Master, he should show that the church exists also for the world and that the missionary task of the church forms an essential part of its calling.

- a. Warmly welcome and intentionally connect with newcomers to Evergreen Community Church
- b. Promote evangelism within the community of Fort McMurray and rekindle in members of the congregation a vision for the mission of the church as given in the Great Commission.
- c. Participate in church sponsored outreach programs and activities.

7. Other Ministries

In these ministries the Pastor is not responsible for leading but does maintain an awareness of their status and may be asked for advice or be asked to help resolve issues.

- a. Maintain an awareness of what is happening in all church ministries through interaction with leaders and participants in diaconal, nursery, youth, small group, prayer and other ministries and clubs as need should arise.

8. Vision & Mission

- a. With Evergreen Church Council, periodically review vision statements every four to five years and advise Council of any changing circumstances that require a renewal of the vision.
- b. Ensure that ministry goals, strategies and programs are progressing towards the vision and provide recommendations for change to Evergreen Church Council and ministry leaders.
- c. Promote the vision and mission of Evergreen Community CRC within the congregation.

9. Administration

- a. Attend Evergreen Church Council meetings and provide monthly written reports on the status of assigned pastoral job responsibilities, and ministries where lead is assigned to the Pastor.
- b. Carry out general office functions such as write correspondence, answer inquiries, receive visitors, maintain own files and records. Select resources and study materials for congregation use, in consultation with Church Council.

10. Spiritual and Professional Development

- a. Nurture, protect and grow own spiritual formation through prayer and meditation on the scriptures, interactions with others, seeking spiritual mentorship, and belonging to an accountability group.
- b. Continue on-going professional development through reading and personal study, attending retreats and conferences and courses and taking educational sabbaticals.

11. External to Evergreen Community CRC

- a. **Participate in meetings of Fort McMurray local ministerial group**
- b. **Give leadership and participate in Classis and other denominational agency meetings and events as opportunity should arise**
- c. **Participate as a minister of the Word at Evergreen Church Council approved interdenominational and other public functions.**

Accountability

1. **The Pastor reports to and receives direction from the Church Council of Evergreen Community CRC**
2. **Church Council shall approve the hiring, financial/benefit package, over-all accountability, evaluation processes, discipline, and termination of contract.**
3. **Church Council shall receive monthly "ministry reports" from the Pastor outlining work plans, project proposals and work completed to-date. These shall be shared with Church Council members ahead of the monthly Council meeting for their input and advice.**
4. **The Pastor shall meet with volunteer leaders on a regular basis to plan, develop, coordinate, and implement ministry in Evergreen Community CRC.**
5. **A designate from Church Council will meet regularly with the Pastor to encourage, evaluate, and assist in the employment relationship, as well as, coordinate the evaluation of work done to maximise ministry ability and opportunity.**

Required Knowledge, Skills and Abilities:

1. **A commitment to reformed doctrine and the vision of Evergreen Community Christian Reformed Church.**
2. **Demonstrated strong preaching and teaching ability.**
3. **A deep commitment to ministering to families and discipling young people.**
4. **A desire to connect with the congregation through pastoral visits.**
5. **A passion for making and growing disciples of Jesus.**
6. **Experience in ministry giving evidence of an ability to organise, lead, encourage, motivate, and work with others.**
7. **Ability to work collaboratively with Church Council and Volunteer Ministry Leaders**

Educational Requirements, Training and Experience:

1. **Ordained as a Minister of the Word and Sacraments in the Christian Reformed Church.**