**Senior Pastor Job Description**

October 2021

**Job Summary**

The Senior Pastor of Westview Christian Reformed Church is the shepherd of spiritual formation, vision and primary missional leader.

**Primary Areas of Responsibility**

1. Preaching and Worship: The Senior Pastor is responsible for the leading and preaching at weekly worship services.
   1. Works closely with the Worship Director in the planning and oversight of weekly worship.
   2. Meets regularly with worship Team to plan and review all aspects of worship at Westview.
   3. Oversees, in cooperation with Elders, the regular administration of the sacraments.
   4. Preaches 80% (42 of 52) of yearly Sundays. Elders may choose to grant exceptions. Fifth Sundays may float to a later or earlier Sunday within the calendar year.
   5. Maintains office hours Monday through Thursday.
2. Pastoral Care: The Senior Pastor gives primary pastoral and shepherding care in counseling, crisis care and hospital care.
   1. Leads and coordinates the Shepherding Care Council (SCC) to provide complete care to the congregation.
   2. Works closely with Parish Nurse and “Westview Visitors.”
   3. Coordinates, encourage, and delegates discipleship and mentoring assignments.
   4. Conducts funerals, weddings and pre-marital classes, as requested.
   5. Coordinates ongoing needs with SCC and Shepherding Elders.
   6. Counsels and/or refers members as needed and requested.
   7. Visits shut-ins 2/year or as requested.
   8. Make 5 calls/visits per week with congregation members, list them in elder report
3. Mission and Prayer: The Senior Pastor maintains a diligent and regular time of prayer and reflection for personal soul care, church spiritual discernment and vision casting.
   1. Reserves time for daily devotions and soul care.
   2. Inspires and utilizes a variety of prayer groups for spiritual discernment.
   3. Regularly takes time for spiritual reflection and reading. One day per month in spiritual retreat.
   4. Meets monthly with spiritual advisor / counselor outside of Westview and notes visits (date and time of each meeting) in elder report.
   5. Gives an annual “State-of-the-Church” informational segment to the Council and Congregation (normally in January).
4. Administration: The Senior Pastor has general oversight of administration.
   1. Works in close coordination with Church Administrator, as needed.
   2. Coordinates with Council leadership to set monthly agendas and priorities.
   3. Leads staff meeting twice monthly.
   4. Gives general (day-to-day) oversight of staff.
5. Extended Ministries: The Senior Pastor will participate in and model involvement in the broader ministries of the denomination, community and the world.
   1. Represents Westview at local ministerial, classical and denominational levels, as necessary, and in consultation with Executive Team.
   2. Participates in community ministry, as needed.
   3. Keeps an up-to-date understanding of world events and missional endeavors directly related to Westview.
   4. Mentors emerging ministerial leaders.

**Authority**

The Senior Pastor is a member of the Executive Team and, as an Elder, has voting privileges. The Pastor is a member of Council and Elders with no voting authority. The Elders, in consultation with Personnel Committee, maintain oversight of Pastor. The pastor will be excused from discussions / decision making pertaining to pastor salary or performance.

**Qualifications / Education / Experience**

Master of Divinity degree from CRC-approved Reformed Seminary.

At least 5 years of Church ministry experience.

Proficient in organizational leadership.

Vision- and Mission-minded and able to articulate this for effective implementation.

Knowledge of and appreciation for Reformed theology and experience in the Christian Reformed denomination.

Sensitive to variety of faith traditions and denominational differences.

Able to pass all background checks and has acceptable history of employment.

**Benefits**

\*Four (4) weeks (or 20 work days) of vacation per calendar year. Pastor will inform elders in writing of each vacation day used. Pastor will keep a running total. Clerk will record dates in elder minutes.

Two (2) weeks of Reading Recess study per calendar year, as approved and seconded in elder minutes.

Denomination Pension inclusion.

Dental and Health Benefits with HAS, if desired.

Housing allowance with amount determined yearly.

Paid Professional expenses.

Continuing Education seminars and conference expenses paid – 1 per year, upon request.

Sabbatical leave, in accordance with policy, and in lieu of, Reading Recess weeks.

\*The pastor’s work week is loosely based on a flexible 45 hour work week, sometimes more, sometimes less. For vacation accrual purposes a preaching Sunday is “valued” at 1.5 days, 8 hours for prep and 4 hours for delivery. Thus, a pastor could have a Sunday off and still accrue benefits / pay for 3.5 days (meetings, visits, counseling) as reported.