

## **JOB DESCRIPTION**

**POSITION:** Senior Pastor

**REPORTS TO:** Personnel Committee (in consultation with the Deacons)

**HOURS:** Full-time (benefits to be determined by Personnel Committee)

### **GENERAL DESCRIPTION:**

The primary function of the Senior Pastor is to serve and lead the church to accomplish its stated mission.

### **RESPONSIBILITIES:**

1. Serve as shepherd, spiritual leader, and administrative leader of the church.
2. Allow adequate time for study, prayer, and sermon preparation.
3. Proclaim the Word of God in a regular pulpit ministry.
4. Supervise and evaluate ministerial staff in keeping with the staff covenant and personnel policies.
5. Give general direction, as needed, to all clusters, committees, teams, organizations, and officers.  
Serve as staff liaison to the Ministry Cluster and to the Administration Cluster.
6. Provide for pastoral care of church members, and when appropriate, referring church members to other professionals.
7. Provide the needed support for ministries that address the needs of the people including communion, weddings, and funerals.
8. Teach and lead the congregation in stewardship of time, talents, and treasures.
9. Work closely with deacon chair and staff to develop agendas for deacons' meetings and church conferences. Develop the administrative schedule of the church to make sure deacon elections, committee orientations, church conferences, budget processes, and other church functions are taking place according to appropriate policies and procedures.
10. Be familiar with and follow all personnel and financial policies of the church.
11. Work closely with the Personnel Committee in determining staffing needs and in developing job descriptions.
12. Work closely with the Personnel Committee (or appropriate search committees) in the selection of staff members.
13. Lead weekly ministerial staff meetings.
14. Allow adequate time each week to study and prepare for Wednesday evening prayer meeting or discipleship classes, as needed.
15. Attend all deacons' meetings, assisting and supporting the work of the deacons.
16. Represent the church in the community with integrity, sensitivity, dignity, and morality.

17. Lead the church to formulate and implement a vision and strategic plan for the church.
18. Give adequate attention to personal health (physical, emotional, and spiritual) and family responsibilities.
19. In cooperation with the other ministerial staff, model and lead the church to live “the greater way” as outlined in “Our Greater Way Covenant.”
20. Model and lead the church in the proclamation of the Gospel, inviting people into a saving relationship with Jesus Christ followed by a life of discipleship.

Approved by Personnel Committee and Senior Pastor, May 22, 2017

Revised 3/11/19 to add relationship to “Greater Way Covenant”

Approved by Personnel Committee April 18, 2019

Revisions Proposed by the Pastor Search Committee May 6, 2024