

JOB DESCRIPTION PASTOR

AIM OF MINISTRY

The Pastor provides oversight to the general spiritual condition and direction of the congregation. This includes providing spiritual leadership through preaching/teaching; working with the Council through the Ministry Board in establishing and implementing the vision for the church; and in partnership with the Pastoral Care Teams in the shepherding of the people.

THE PASTOR HAS FIVE MAIN AREAS OF FOCUS:

I. Preaching / Worship (50%)

Corporate worship is central to the life of the church. It's the time when the church fulfills its important scriptural mandate of proclamation and prayer, the time when members of the congregation meet with each other and with visitors. All other aspects of the church's life are helped or hindered by what happens in worship.

The Pastor's most widely observable ministry takes place during worship services. This facet of the job requires that the Pastor be an outstanding communicator in accurately taking Biblical truth and providing avenues of application that the congregation understands.

As the lead preacher/teacher, the Pastor is prime for all worship services, including those special services that are observed by our congregation. Acknowledging the need for the times of spiritual, mental and physical restoration, the Pastor will be entitled to 8 entire Sunday's off per year in addition to 4 weeks vacation. When evening services are regularly scheduled, the Pastor is entitled to one additional evening service off per month not including the 4 months with long weekends (May, July, Aug & Sept.) It is recommended that where possible, the individual days off be scheduled after a minimum of (3) three consecutive Sunday mornings of preaching in our congregation.

Three month preaching schedules, endorsed by the Worship Committee, are to be approved one month in advance, by the Ministry Board.

The Pastor:

1. Prepares and delivers sermons that are relevant and seeker sensitive and that challenge members and unchurched attendees to become fully devoted followers of Christ.
2. Ensures that worship services are effective regarding content, style, structure and design.
3. Meets monthly with the Worship Committee to critique prior worship services and to plan/agree on future worship services regarding music selection, transitions, humor, atmosphere, etc.
4. Meets regularly with the Worship Director as needed to explain future sermon content and themes and to incorporate various artistic presentations – i.e. drama, puppetry, etc. where possible.
5. Suggests and assists with planning of special worship services such as Christmas, Easter, Children's/Youth Sundays, Friends Days and other special programs and outside speakers with the objective of making the worship experience all-inclusive.
6. Works with staff and the Outreach Committee to ensure timely and proper advertising and publicity.

II. Congregational Relations and Pastoral Care (15%)

The nurture and care – spiritually, emotionally and physically – of the congregation is of paramount importance.

It is expected that the Pastor will ensure that such needs are being adequately met through personal contact, as well as delegating and overseeing much of the shepherding responsibilities through the Pastoral Care Team leadership and Stephens Ministers of the congregation.

The Pastor:

1. Visits those hospitalized
2. Reacts promptly to emergency/crisis situations
3. Provides communion in private homes (as necessary) with a Pastoral Elder.
4. Provides leadership to the Pastoral Care Units, Consistory (Pastoral Elders) and Stephen Ministry.
5. Coordinates care for inactive members with the appointed Elder to the inactive members. (Rev. John Klomps)
6. Conducts baptisms, weddings and funerals as requested and needed.
7. Greets people before and after worship services.

8. Participates in Welcome lunches with members and new people to the extent possible.
9. Attends ministry programs and various church events to offer support and encouragement.
10. Initiates phone calls and sends thank you letters as needed.
11. Provides minor counseling and refers to professionals those people for whom more extensive counseling is needed.

III. Leadership Development and Discipleship (15%)

The Pastor leads the congregation towards an understanding and acceptance of their Biblically inspired and Spirit confirmed vision, and guides the church toward the fulfillment of that vision. The Pastor ensures the discipleship and training of ministry staff members and current and future office bearers of this church.

The Pastor:

1. Leads, teaches and trains the Pastoral Care Elders regarding their duties as spiritual leaders of the congregation and as witnesses to the community.
2. In partnership with the Ministry Board, schedules and participates in an annual Council Retreat that educates and motivates elders, deacons and other leaders of the church regarding roles and responsibilities, vision, mission, strategy, seeker sensitivity, etc.
3. Provides for general oversight, inspiration and motivation of staff to ensure that they are maturing in their faith, growing in their relationships with each other and upgrading their skills.
 - Schedules and leads regular staff meetings for planning and motivation.
 - Schedules quarterly coaching sessions with individual staff members.
 - Maintains and improves staff working relationships and morale by periodically scheduling staff lunches.
 - Participates in the annual staff reviews with the Personnel Committee.
4. Ensures the provision of an Inquirers/New Members Class as required.
5. Teaches Adult or Teen Pre-Confession of Faith classes as required.
6. Provides pre-marriage classes/counseling to those seeking to be married by the pastor.

IV. Vision-casting (5)%

Working with the Ministry Board, the Pastor provides a general sense of direction for the congregation.. It is expected that the vision for the church stretch the congregation beyond the status quo, is culturally relevant, and is biblically true.

The Pastor:

1. Ensures that staff and the Ministry Board continue in the ongoing review, development and implementation of Footsteps to the Future.
2. Takes a proactive approach toward identifying problems/challenges and offers creative solutions for resolution.

V. Other Miscellaneous Duties and Responsibilities (15%)

The Pastor:

1. Devotes time to spiritual, mental and physical development and well being through devotional time, study and exercise.
2. Writes a monthly article for Connections.
3. Provides input regarding special projects and events such as building committee, congregational meetings, etc.
4. Represents CCRC as a delegate to Classis Toronto meetings 3x/year.
5. Whenever the Pastor is away he/she will apprise the staff and Elders/Deacons of his/her absence and ensures leadership and ministry for all services. The Pastor will keep in touch on a regular basis so that he/she can be apprised of emergency situations or special needs.

ACCOUNTABILITY

The Pastor is primarily accountable to the Lord, and approaches his/her ministry with the seriousness, conviction, and integrity that he/she must some day stand before the Lord. In the fulfillment of this ministry, the Pastor is also accountable to the membership of the church.

The Pastor reports directly to the Council through the Ministry Board. The Pastor provides monthly reports to the Ministry Board.

This position is evaluated annually in April under the direction of the Personnel Committee, with additional coaching sessions provided as deemed necessary.