

Sr. Pastor
Job Description
Grace Church, Morton, IL

Overview

The Senior Pastor is responsible for three primary duties which include:

- preaching God's word,
- leading the church's vision and mission, lay leadership and pastoral staff and,
- caring for the congregation in partnership with lay leadership and pastoral staff.

He should perform these responsibilities in such a manner as to bring glory to God and fulfill the church's mission to make disciples of Jesus Christ.

Key Relationships

1. Grounded in God's Word
2. Faithful to family
3. Called by the membership of Grace Church
4. Accountable to the Church Council and Deacons
5. Mentor and coach the Pastoral staff

Responsibilities (or "what" needs to be done)

Responsibilities focus on three primary areas which can be split in general as ~40% preaching, ~40% leadership and ~20% pastoral care. These percentages serve as guides and are not meant to be absolute.

1. Serve as primary **preacher** for Sunday morning through faithful Biblical preaching which exposit God's word and provides relevant life application. Expository preaching is preferred but topical preaching expounding God's word is also acceptable. Grace Church believes it is important to utilize preaching style where the Word of God is read and exposed to the assembled worshipers. May also include occasional substitute teaching in Sunday school.
2. Provide **leadership** in developing and executing the Vision and Mission. Leadership includes but is not limited to the following:
 - a. Organize strategy meeting(s) with the pastoral staff and key lay leaders which focuses on monitoring the progress of the Vision and Mission and continuously improving as the Lord leads. Develop the agenda with the Council chairman, and co-facilitate the sessions as appropriate.
 - b. Coach and mentor the pastoral staff to develop their gifts, and challenge them to grow spiritually and professionally to become more effective in their ministries and areas of service. Help set annual goals with pastoral staff, review progress towards their annual goals and provide constructive feedback on a quarterly basis.
 - c. Maintain a "team" approach to Grace Church ministries through meeting at least weekly with the pastoral team to discuss tactical and strategic issues facing the church. Includes developing close relationships with the pastoral staff and families and support staff and families.
 - d. Work in conjunction with the Church Council chairman for all meetings of the Church Council and congregational meetings. Prepare agenda with chairman and attend these meetings, and carry out the decisions in conjunction with the staff as co-laborers in the Lord.
 - e. Work in conjunction with the Deacon Board chairman for all meetings of the Deacon Board. Prepare agenda with chairman and attend these meetings, and carry out decisions in conjunction with the staff as co-laborers in the Lord.
 - f. Maintain the balanced ministries of Grace Church by having the proper emphasis on worship, nurture, Christian education, Christian service, and outreach through missions and evangelism.
 - g. Give input to the annual church calendar; assist with special services in partnership with the Church Council, Deacon Board or any appropriate organizations and committees.
 - h. Participate in development of the annual church budget in conjunction with the administrative pastor and church treasurer to carry out the ministry plan of the church.
 - i. Maintain relationship with para-church organizations locally and nationally, other Morton churches and community leadership as appropriate.
 - j. Promote and participate in the work of the Fellowship of Evangelical Churches denomination, the FEC convention, and related activities.

3. Partner in the **pastoral care** of the congregation and committed to shepherding families in the congregation. Pastoral care is primarily handled through other pastoral staff and lay leadership but is important for Senior Pastor to still maintain a personal connection with the congregation. Examples include:
 - a. Leading baptisms and weddings
 - b. Visits of the elderly, ill and families at the death of a member and funerals.
 - c. Counseling and advice on an individual or family level on a limited basis.
 - d. Maintain contact with former Grace families and college students through the "Monday Morning Special" and other communications. (method of communication may change)
 - e. Regularly contribute articles for the "GEMS" newsletter.

Foundational competencies

Foundational competencies are those characteristics that must be present before a person would even be considered for the Senior Pastor position (e.g. husband of one wife, agrees with FEC Articles of Faith).

1. Maintain a close relationship with God through regular Bible study, meditation, and prayer. Provide evidence of this relationship by an obvious walk with the Lord in all aspects of life.
2. Must be a 1 Timothy 3.1-7 man.
3. Must possess a willingness to follow the example of Jesus, who . . . did not come to be served, but to serve (Matt. 20.28).
4. Possesses the Gifts of Preaching and Leadership.

Education – Seminary Degree

Experience

1. Some time working in a secular position is instructive but not prerequisite.
2. Prefer 5-10 years experience in a church of 200 or more and in a position that would prepare him for leadership of a multiple person staff and a congregation the size of Grace Church.

Differentiating competencies ("how" the job is performed)

1. Passion – displays a high level of engagement and enthusiasm for helping make disciples through fulfilling the primary job responsibilities of the Senior Pastor role. The expression of passion should not be flamboyant but is compatible with humility (1 Timothy 4:15b-16).
2. Humility – performs job responsibilities in a kind, amiable manner that is not harsh or stern (1 Tim. 3:3, Phil. 4:5, 2:5-8).
3. Empathy – has a heart for the people and truly cares for those who are in need of the Savior, Jesus Christ. Approachable and friendly (Titus 1:8-9).
4. Leader – able to influence, motivate and unite others to achieve the Vision and Mission of Grace Church. Includes fostering unity of the Body of Christ (1 Peter 5:2-3)