

PASTOR JOB DESCRIPTION

Allen Avenue Christian Reformed Church

GENERAL RESPONSIBILITIES

The Pastor is to serve God and the church by providing Biblical, spiritual, pastoral and visionary leadership within the framework of the church's overall vision, mission and purpose. Promoting the spiritual health, growth and well-being of the congregation through preaching, teaching, prayer and administration of the sacraments.

PERSONAL QUALIFICATIONS

- Be a committed Christian believing that the Bible is the true Word of God, speaking freely about a personal relationship with the Lord.
- Be a student of the Bible convinced of the doctrines of the Reformed faith, a person of prayer, and committed to personal and spiritual growth.
- Be a servant leader, a good listener. Leading by humbly providing encouragement, bringing out the best in people and building strong relationships.
- A confident communicator and compassionate at conflict resolution.
- Model a life of discipleship and outreach.
- Demonstrate a personal lifestyle which serves as a model for the congregation, balancing commitments to church, self and family.

PROFESSIONAL QUALIFICATIONS

- Possess excellent communications skills with a love for communicating God's Word through preaching, teaching, discipline, and outreach.
- Possess strong pastoral care skills, trained in the art of listening and spiritual counsel.
- Have a strong conviction, combined with training, to help the church reach the lost for Christ.
- Possess time management skills as well as skills in cooperative leadership.
- Possess the education and academic training required of Christian Reformed ministers to serve in the denomination.

SPECIFIC RESPONSIBILITIES:

WORSHIP

- Prepare Biblical, Christ centered, and practical sermons that teach and convict those who are searching and challenge the spiritually mature.
- Reserve sufficient time for study, reflection, and prayer in the preparation of sermons.

- In conjunction with the Worship Coordinator and worship committee, plan and lead weekly worship services as well as special services incorporating materials and liturgies provided by CRC agencies.
- Administer the sacraments.

PASTORAL CARE AND COUNSELLING

- Be the primary contact responsible for pastoral care. Delegate and share pastoral care work with the district elders, deacons and others.
- Make routine hospital visits (especially in emergencies and crisis visits),
- Make periodic visits to seniors and the shut-ins, visit for special occasions as needed.
- Notify the congregation of pastoral needs through church call/email links and church bulletin.
- Promote caregiving, prayer ministry, and membership ministries consistent with the goals of the church.
- Secure marriage preparation sessions for engaged.
- Provide pastoral counselling, conflict resolution, and referrals as needed.

LEADERSHIP AND DISCIPLESHIP

- Work in partnership with council to oversee the work of various committees and staff.
- Work with council for suggestions, advice, and critical evaluation of the church's goals, needs, strengths, and weaknesses.
- Encourage members with leadership potential to use their gifts in church ministry.
- Support and disciple members in their relationships with unbelievers, and in the ability to lead a person to saving faith in Jesus.
- Engage in visioning, provide direction and new ideas for all church ministries. Disciple congregational members to share and grow in their faith. Encourage new outreach ministries, and promote faithful stewardship and financial giving.
- Offer Profession of Faith classes to those desiring to become full members of the church.

OUTREACH

- Promote a vision for outreach and serves as a role model for witnessing for Jesus Christ.
- Challenge the congregation in the pursuit of fulfilling Christ's mission in this world.
- Serve as a resource and provide assistance for effectively leading the congregation in local and global outreach.
- Encourage all members to make guests feel welcomed in both worship and ministry.
- Visit, or arrange for a visit, to new families or individuals who have been attending regularly for a few times.
- Evangelize.

OTHER RESPONSIBILITIES

- Regularly attend and participate at council and consistory meetings.
- With council, oversee the administration of the church office.

- Provide leadership for weddings and funerals for church members as requested.
- For professional development, attend continuing education courses, workshops, seminars, retreats etc. as approved by council.
- Be involved in the church neighborhood community.
- Lead communion services at Christian Care and Nursing Home as requested.
- Attend Classis meetings and fulfill all obligations and responsibilities as requested by Classis.

ACCOUNTABILITY

- Serve under the supervision of council for administrative matters and consistory for spiritual and pastoral care matters.
- Provide oral and written reports of activities and meetings for each council meeting.
- This job description may be reviewed at the request of the Pastor or Council.
- The position requires considerable flexibility in hours available for work, including evenings and weekends.