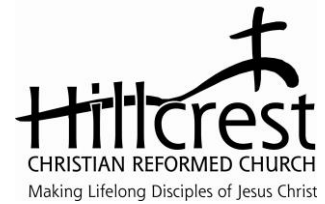


## **Position Description: Pastor**

Updated November 1, 2018



### **Description**

Leads effectively in a ministry of worship, pastoral care and education that equips the congregation to be lifelong disciples of Jesus Christ.

### **Qualifications**

1. Gives evidence of godly character, sincere commitment to Christ and a dedication to the advancement of the Kingdom of God.
2. Is committed to the Reformed faith.
3. Is or will become an ordained minister in the Christian Reformed Church with a strong commitment to its creeds, beliefs and goals.
4. Is or will become a member of Hillcrest CRC.
5. Is devoted to preaching the Word of God effectively, ensuring that the congregation is growing to maturity in Christ.
6. Is gifted to plan and lead worship effectively.
7. Provides for the careful nurture of his personal faith, the continued cultivation of his relationship with God through Christ and the filling of the Holy Spirit, so that he may be a godly example in all things.
8. Engages in continued education for the further development of his gifts and for the effectiveness of his ministry.
9. Develops and encourages staff with integrity, building relationships and teamwork to ensure they have the resources and support necessary to fulfill their responsibilities.
10. Is gifted at helping people develop and grow in their spiritual life.
11. Is a compassionate and caring person who ministers effectively to people in crisis situations.
12. Supports the educational ministry of the church including a strong commitment to Christian education.
13. Strongly supports and encourages community and global outreach ministries.
14. Works effectively by example with staff and lay resources in setting ministry goals and direction that support and advance the mission, vision and values of Hillcrest CRC.
15. Influences and enables others to join in managing continuity, change and transition.

### **Responsibilities**

1. Worship Ministry
  - a. Oversees the Worship Ministry of the church ensuring proper direction and programs that are consistent with the church's vision and mission.
  - b. Has primary responsibility for preaching, worship leadership and administering the sacraments.
  - c. Participates in Worship Planning meetings.

2. Pastoral Care Ministry
  - a. Oversees the Care Ministries of the church, ensuring proper direction and programs that are consistent with the church's vision and mission.
  - b. Is available for short-term counseling for those with spiritual needs.
  - c. Has primary responsibility for providing critical pastoral care and coordination of other care needs with the Pastor of Visitation, Elder/Deacon Care Teams and the Pastoral Care Associates.
  - d. Shares pastoral care work with Pastor of Visitation, FOLD elders, deacons and pastoral care associates to ensure routine visits to hospital patients, seniors, widows/widowers and shut-ins.
  - e. Provides services relating to marriages and funerals for members of the congregation.
  - f. Is responsible for updating of the church prayer line (e-mail and phone) as necessary.
  - g. Meets with possible members/new members to the church.
  
3. Administrative Ministry
  - a. Engages in visioning, provides direction and ideas for all church ministries, encourages new outreach ministries and promotes faithful stewardship and financial giving.
  - b. Participates in Elders meetings.
  - c. Serves as ex-officio member of the Ministry Council, attending monthly meetings.
  - d. Conducts bi-weekly Ministry Staff meetings which include opening devotions and closing prayer.
  - e. Provides/arranges for leadership orientation, development and training for church officers and staff, with assistance from Staff Administrator, Elder Chair and Deacon Chair as appropriate.
  - f. In partnership with Staff Administrator, Elder Chair and Deacon Chair, develops and provides orientation/training for new church members.
  - g. Supervises the Director of Youth Ministries and Outreach, Pastor of Visitation, Director of Worship and Music, Adult Discipleship Director, and Staff Administrator, providing annual performance evaluations.
  - h. Is available for classical, denominational and community responsibilities as time and circumstances indicate.
  
4. Education Ministry
  - a. Participates in teaching within the Youth and Adult Education ministries as needed.
  - b. Maintains broad oversight of the Education Ministries of the church, ensuring programs are consistent with the church's vision and mission.

### **Reporting Accountability**

1. Reports monthly to, and receives an annual review by the Elders and Ministry Council. The Pastor serves under the supervision of the Ministry Council for administrative matters and under the supervision of the Elders for worship, spiritual and pastoral care matters.
2. Maintains established office hours with availability to staff, congregation and visitors during regular church office hours unless duties/emergencies dictate otherwise.

## **Compensation (dependent on qualifications & experience)**

Salary is dependent upon experience, with other approved church related expenses.

## **Benefits Package**

Health insurance (with employee contributions)

- Medical Health insurance
- Life insurance
- Dental insurance
- Vision insurance

Paid vacation time

Holiday pay

Sick pay

Pension

Preaching relief occasionally

Continued education time & funds

Sabbatical