

## **Job Description/Duties – Lead Pastor, Fleetwood CRC October 2022**

The calling of the Lead Pastor is to lead Council in enabling and equipping Fleetwood Christian Reformed Church to live out Christ's pattern of love.

As a Minister of the Word and Sacraments, the Lead Pastor is to proclaim, explain, and apply Holy Scripture in order to gather in and equip the members so that the church of Jesus Christ may be built up.

### **Spiritual Accountabilities:**

- Be accountable to Council in leadership, doctrine, life, and duties. Be willing to accept from Council love, counsel, encouragement, and assistance.
- Educate members in the story of God's redemption to counteract the narrative told in our culture and to equip them for service.
- Monitor the spiritual pulse of the congregation through review and accountability.
- Engage in daily intercessory prayer for the church and its ministries.

### **Pastoral Responsibilities:**

- Prepare sermon; coordinate preaching schedule and worship elements with the Worship Pastor(s).
- Minister the Word by preaching 75% of the services.
- Administer the Sacraments.
- Conduct premarital, vocational, family, bereavement, counseling sessions, etc., as needed. Advise other professional help as deemed appropriate.
- Perform baptisms, wedding ceremonies and conduct funeral services.
- Carry out pastoral visits, including visits to new members, the hospitalized, the elderly and the grieving as necessary.

### **Strategic Accountabilities:**

- Provide strategic leadership to Council as it articulates the vision and mission of the church. Lead the church in carrying out the vision as well as understanding and embracing the mission of the church to its members and to the larger community.
- Advocate in Council for staffing, facilities and programs to be effectively aligned to meet the church strategic goals.
- Lead the church in cooperating with regional and denominational leaders; keep the church informed of developments within the CRC denomination.

### **Administrative Accountabilities:**

- With Council oversight, supervise the Administrator and ministry coordinators. Ensure ministries are consistently aligned with the goals and objectives of the church.

- Participate in meetings of Council, Executive, Classis, and other special meetings requested by Council.
- Lead weekly staff meetings.
- Ensure elders and deacons are trained and able to execute their work of the Lord.
- Work with deacons, elders, ministries and committees in performing their assigned responsibilities.

**For further clarity, as a member of each of our three ministries: Up, In, Out:**

**Reaching Up Ministry**

- Active participation in Reaching Up Ministry Team.
- In these Covid times, work with Reaching Up to research, refine and continually improve our online services and online presence.
- Prepare sermons; coordinate sermons and worship elements with the Worship Pastor.
- Administer the Sacraments.
- Encourage increased congregational involvement and an increased use of various forms of worship expression in our services.

**Reaching In Ministry**

- Active participation in Reaching In Ministry Team.
- Provide direction, equipping and support to the Visitation Ministry to fulfill their ministry goals and objectives.
  - Carry out visits as required; provide spiritual and pastoral care.
- Provide support to the Stephen Ministry Leaders to fulfill their ministry goals and objectives.
- Provide direction and support to the Children's Ministry coordinator in fulfilling the ministry goals and objectives as required.
  - Promote the spiritual development of our children through educational and relational ministries to love, learn, seek, and serve.
- Provide direction and support to the Youth Pastor in fulfilling ministry goals and objectives.
  - Assist the Youth and Young Adults Pastor to promote the spiritual development of our youth through educational and relational ministries to love, learn, seek, and serve.
- Provide direction to the Small Group Coordinator in fulfilling goals and objectives of love, learn, seek and serve.
- Encourage interaction (via learning, mentoring, worship, etc.) among the generations that make up our congregation.

**Reaching Out Ministry**

- Promote a vision of reaching out to our community by being involved in community activities.
  - Demonstrate Christ's love by example and by making a measurable difference in the community.
- Provide direction and support to the Outreach Ministry to effectively lead the church in local and global outreach missions.
- Serve as a representative of the church in civic matters where needed.