

**ALBION LUTHERAN CHURCH
ST. JAMES, MN
JOB DESCRIPTION**

Title: Pastor

Purpose:

- To provide spiritual and pastoral leadership to the membership of Albion Lutheran Church.
- To serve Jesus Christ, as His Shepherd to this congregation, providing spiritual and pastoral care to enable the members to grow in the grace and knowledge of Christ to support the mission and ministry of the Church.
- To serve as the chief administrator of the congregation so that it might fulfill its mission and purpose as the body of Christ.
- To preach, teach, and administer the Sacraments and give primary leadership in the ministries of Worship, Evangelism and Outreach, Christian Education and Faith Development, Administration and General Pastoral Responsibilities, and Stewardship.

Theological Background and Ongoing Commitment to Education:

- The Pastor must have a solid biblical foundation and must be able to apply the truth of Scripture to life in teaching and preaching.
- As part of the Lutheran community the Pastor must understand the Reformation and Lutheran theology as expressed in the Book of Concord.
- It is important for the Pastor to have a good grasp of these principles: Christ alone, faith alone, scripture alone, grace alone and the cross alone.
- The Pastor must be able to properly distinguish Law and Gospel and must also consistently address of faith and life without confusion or contradiction.
- The Pastor will be expected to commit to seeking educational opportunities that can help update skills and foster professional growth to continually strengthen the ministry.
- Any Pastor serving Albion Lutheran Church will uphold the Statement of Faith outlined in Article 2 of the Constitution of Albion Lutheran Church shown as Exhibit A of this Job Description.

Desired Personal Characteristics and Qualifications:

- Strong Christian walk demonstrated by regular worship, Bible study, and fellowship.
- Strong communication skills with groups and one-on-one contact through phone calling and personal meetings.
- Clear and concise delivery of the Christian message and the Word of God.
- Master of Divinity Degree with appropriate ongoing education and experience relevant to ministry and outreach.

Supervision: The Pastor serves under the supervision of the Church Council.

Responsibilities: Subject to review and adjustment by the Church Council, the following constitute the major responsibilities of the Pastor:

Worship:

- To plan and lead worship and regularly preach and teach the Word of God and administer the Sacraments in the congregation.
- To officiate at special services such as weddings, funerals, nursing home services, baptisms, etc.

- To work with the members to maintain a music program for all ages and to integrate music into worship and other areas of the congregation.
- To work cooperatively with the members of the congregation that provide worship support to the Pastor through the “Listening Ears” program. Through “Listening Ears”, members of the congregation conduct the worship service once a month. The Pastor assists by providing the worship message that the members will present.

Evangelism and Outreach:

- To implement ministries that reach out to the unchurched, inactive members and new residents of our community and the surrounding area with the good news of the Gospel of Jesus Christ.
- To direct the assimilation of new members into the life of the congregation in conjunction with the boards, committees and organizations of the congregation.
- To encourage all organizations and ministries of the church to carry out their work with an emphasis on welcoming others to participate in the mission work of Christ.
- To visit shut-in members regularly and bring communion to those shut-in members desiring the Sacraments.
- To visit and/or be available to active members for pastoral care as needed.

Christian Education and Faith Development:

- To provide for opportunities and programs that encourage individuals to grow in their understanding of the Christian faith and to relate it to their life and learning.
- To be available to the membership to provide guidance on religious, spiritual and ethical issues.
- To participate in and coordinate a discipleship program for youth by guiding and participating in active Christian education programs within the church.
- To prepare and deliver regular children’s sermons.
- To participate in and/or lead bible studies for adults.
- To teach Confirmation classes and provide for the spiritual development and guidance of our youth as they enter the Church as members.

Administration and General Pastoral Responsibilities:

- To oversee the administration and management of all areas of the congregation’s ministry in consultation with the Church Council and appropriate boards, committees and staff.
- To support the Christian ministries of education, youth, social action, outreach, pastoral care, community service, fellowship, health, and older adults.
- To provide pastoral care through visitation, counseling, and prayer.
- To make appropriate referrals when necessary and quickly respond to crisis situations which arise in the congregation.
- To administer Communion monthly and at appropriate special services.
- To serve as a spiritual leader and to identify and equip capable members to share in the leadership of the Church.
- To foster positive relationships with partners in likeminded Lutheran ministry, including area congregations and the LCMC (Lutheran Congregations in Mission for Christ).
- To attend Church Council meetings to provide support, advice, and direction for programs affecting ministry in the congregation.
- To attend congregational meetings to assist and provide advice in the development of policies affecting the mission or ministry of the Church.

Stewardship:

- To work with the Church Council to promote, educate, and advocate responsible biblical stewardship in the congregation.

Working Conditions and Time Commitment:

- The position of Pastor requires great flexibility in hours available for work, including evenings and weekends.
- The Pastor is granted a great deal of flexibility in determining the appropriate way to be accessible to members of the congregation and to facilitate regular communication with members of the church staff.
- A great deal of flexibility will be needed on behalf of both the pastor and the congregation in the determination of how best to serve the congregational needs each week.
- The Pastor, under the supervision of the Church Council, will ultimately be responsible for managing the time commitment.