



# *Emanuel United Church of Christ*

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**Job Title:** Pastor

**Responsible to:** Church Membership

**Reports to:** Council President

## **Objective**

- Witness to the Gospel for the purpose of winning souls for Christ.
- Preach and teach the Gospel of Jesus Christ.
- Train and equip people for ministry by bringing them into an understanding of God's plan and purpose for their lives.
- Seek and promote justice and peace in our community and the world.
- Worship in creative and dynamic ways.

The responsibilities and duties of the pastor shall be those outlined in the job duties below and in the constitution/bylaws of Emanuel UCC, as well as by the customs and usage in the pastoral office of the UCC, which includes the right and responsibilities of participation and leadership in the Mission of the UCC, the ecumenical movement and the community. The job of pastor is a called position.

## **Responsibilities:**

- Work to enlist persons as followers of Christ, preach the Gospel, administer the sacraments, and have under his/her care all services of public worship; administer the activities of the church in cooperation with the various ministries, boards, committees, and organizations; and perform all such duties as belong to the Pastoral Office in the United Church of Christ.
- Have a clear testimony of faith in Jesus Christ.
- Have charge of the spiritual welfare of the Church.
- Spread the Good News through words and deeds to all on behalf of this church and continue to challenge the membership to do likewise.
- Have the desire to remain in a long-term ministry at Emanuel United Church of Christ.
- Demonstrate leadership development by collaborating with people in the church to create ministry and programs.
- Provide pastoral care to people in need including hospital calls, visits to shut-ins, and bereavement counseling.
- Provide short-term pastoral counseling.
- Assist in strategic planning for current and new directions in ministry.

**Responsibilities (continued):**

- Provide guidance in financial development and stewardship.
- Study and pray to increase faith and to improve skills to lead, teach, and preach.

**Worship:**

- Be the primary leader in the planning and implementation of worship services. The pastor will have freedom of the pulpit and the right to be consulted in any matters decided by the congregation and any of its organizations, boards, officers, or committees. Preach and teach the Word of God and administer the Sacraments to the congregation.
- Prepare and lead Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding worship planning.
- Officiate at special services such as weddings, funerals, and baptisms for participants of the worshipping community.
- Plan and conduct Special services such as Easter, Lent, Advent, and Christmas Eve.

**Administration**

- Oversee the administration and management of all areas of the congregation's ministry in consultation with the Church Council and appropriate boards.
- Support, supervise, manage, and in conjunction with the Pastoral Relations Committee and Church Council, evaluate all church staff.
- Participate in the screening and hiring of non-ordained staff.
- Build teamwork among church staff and hold regular staff meetings to coordinate the ministries of the church and facilitate communication in conjunction with the Bylaws of the church.
- Perform administrative responsibilities such as email, website, church supply purchasing, and other duties as needed.
- Serve as spiritual guide and ex-officio member of all ministries, boards, committees, and organizations within the church.
- Supervise all professional and administrative staff.
- Meet regularly with the Pastoral Relations Committee to assess the needs of the church and how the distributed hours are effectively administered.

**Education:**

- Identify and help lay persons find helpful resources and opportunities in forming faith and vitality through prayer, Bible study, and service.
- Bring spiritual guidance to the Christian Board of Education in teaching children, youth, and adults in the Christian education program.
- Teach the confirmation program.

**Outreach:**

- Actively engage in the wider community and lead the way for the church to be an ambassador of God's love.
- Be available to the wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations.
- Enhance church outreach to the wider community.
- Direct the assimilation of new members into the life of the congregation.
- Encourage all organization and ministries of the church to conduct their work with an emphasis on welcoming others to participate in the mission work of Christ.

**General Pastoral Responsibilities:**

- Participate in wider church activities such as Conference and Association Meetings.

**Terms of Employment**

- Terms of Employment are set in the Pastor's Call Agreement.
- The pastor will follow guidelines set by the EUCC Personnel Policies Handbook.
- The EUCC Church Council is responsible for conducting yearly evaluations for all staff members. The pastor and Pastoral Relations Committee will be included in the evaluation process of all staff members.