

Job Duties - Pastor

- **Preaching and Teaching:** The Pastor will be the primary preacher for worship services. The Pastor also will provide leadership in planning and executing the education programs and other programs in discipleship and ministry training.
- **Strategic Leadership and Planning:** The Pastor is responsible for strategic planning and staff coordination in the execution of the church's purpose. The Pastor will define strategic goals and vision by:
 - a. Coordinating/leading staff meetings and other activities to clarify and execute goals and objectives.
 - b. Monitoring the spiritual pulse of the congregation through review and accountability.
 - c. Ensuring staffing, facilities and programs are effectively aligned to meet strategic goals.
- **Staff Supervision and Development:** The Pastor serves as director to staff and volunteers, and leads, evaluates, and mentors existing staff and volunteers in their respective areas of ministry by:
 - a. Overseeing staff training and development.
 - b. Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the board.
 - c. Providing leadership to staff in the design and implementation of all church ministries.

- **Administration:** The Pastor oversees and executes the administration of the church through appropriate staff, and ensures the completion of ministry, business, facility, and logistical support functions through staff and volunteers. He must:
 - a. Oversee the pastoral care needs of the congregation and, as necessary, hospital visitation, home visits, counseling, marriages and funerals.
 - b. Supervise the Office Manager and provide direction, as needed, for the effective functioning of the front office support functions.
 - c. Oversee development of and adherence to church policies and procedures.
- **Evaluation:** The Pastor will file monthly reports to the Board on ministry accomplishments and activities. The Board will conduct annually a performance evaluation and review of the compensation package.