

## **JOB DESCRIPTION**

### **Senior Pastor**

#### **I. Primary Responsibilities**

##### **A. Provide quality and biblical preaching on a regular basis.**

1. The chief area of preaching will be in the Sunday morning services.
2. He shall be expected to adequately prepare and research each message.
3. The messages should reflect strong biblical content.

##### **B. Staff Management**

1. Schedule regular staff meetings.
2. Oversee the ministries of church staff.
3. Handle grievances in conjunction with one of the Elders with regard to:
  - Elder Board
  - Staff
  - Members

##### **C. Involvement with the leadership**

1. He shall attend all Elder Board Meetings.
2. He shall report to this Board with regards to his ministry.
3. He shall give direction /teaching.
4. He shall lead the Elder Board in the process of church discipline as the need arises.
5. He shall lead the Elder Board with regards to inducting new members.

##### **D. Counseling**

1. Be available for the counseling of church members.
2. Offer counseling to nonmembers as time allows.
3. Make referrals to qualified professional counselors, as necessary.

##### **E. Participation in worship service**

1. He shall oversee the planning of worship services.
2. He shall participate and facilitate these services.
3. He shall conduct and oversee communion once a month.

##### **F. General Pastoral Ministries**

The Senior Pastor shall also be free to perform other duties of the pastorate such as baptisms, weddings, funerals, and routine administrative work.

##### **G. Teaching Opportunities**

He shall be available for teaching assignments throughout the Christian Education Department including New Member's classes.

##### **H. Visitation**

This will include first time visitors, hospitalized, Shut-Ins and as necessary.

II. The Senior Pastor shall be accountable to the Elder Board and to the Congregation. He shall undergo an annual evaluation with the Elder Board to evaluate all aspects of his ministry, spiritual health, and financial package.

III. As a pastor of Church on the Hill he is:

A. An "Overseer:"

A leader in the church whose office carries a weight of authority in leadership. He ought, therefore, to possess those qualities and characteristics described in I Timothy 3:1-7.

B. An "Elder:"

A man whose spiritual life is to demonstrate maturity and who, as an Elder, provides wise counsel and leadership. He ought, therefore, to possess those qualities and characteristics described for "Elders" in Titus 1:6 and indicated in I Timothy 5:17-18.

C. A "Pastor – Teacher:"

A man called to the care and nurture of the flock as described in Ephesians 4:11-16. "He is a trainer and a trainer of trainers." He may be called upon to preach and to teach as needed.

D. A "Counselor:"

A man with the gifts and maturity to provide wise spiritual counsel.

As the Senior Pastor, he will seek to fulfill the objectives and goals of the church. He is to be committed to the building up of the family unit and will seek to strengthen it by means of preaching, teaching, counseling, and /or by any other means that seeks to satisfy God's design of the family.

IV. Opportunities

A. The Senior Pastor will in addition to his responsibilities, have the opportunity to accept no more than two invitations and assignments per year beyond the local church.

B. The Senior Pastor will be able to attend one professional seminar per year along with regional and denominational conferences.

C. Approval for the above will be granted by the Elder Board.

V. Working Relationships

A. He will have secretarial assistance.

B. He will attend and report to the Elder Board.

C. He shall be expected to attend all regularly scheduled services and church activities unless other assignments prevent his attendance.

VI. Financial Remuneration

The Pastor's salary shall be decided by the Elder Board and approved by the Church Body.

## **QUALIFICATIONS:**

- Personal commitment to the Lordship of Jesus Christ with a desire for ongoing personal spiritual growth.
- Passion for discipleship and spiritual development.
- A minimum of a Bachelor's in Theology/Biblical Studies. Plus, a desire to pursue continuing Theological Education.
- Five years of pastoral ministry experience desired.
- Ability to design and implement ministry structures and programs for youth and adults.
- Endorse and support the Statement of Faith and Bylaws of Church on the Hill.
- Evidence a commitment to the Purposes, Vision, and Core Values of Church on the Hill.



## PASTORAL STAFF BENEFITS

Pastoral Staff consists of full-time paid church leadership positions as determined by the Elder Board.

**Vacation:** Basic vacation will begin at two weeks per year, plus one Sunday. Vacation will be increased one day per year for the first ten years of service. Thereafter it will be increased one day every three years.

**Work-related Conferences:** Time taken to attend work-related events, such as Pastor's Retreats, Men's Retreats, Conferences, etc. shall not be considered as vacation time, if the attendance is approved in advance by the Elder Board.

**Paid Sick Leave:** Ten (10) days/year. Sick leave may be accumulated to a maximum of twenty (20) days. No carry-over allowed beyond this point. Serious injury or death in the immediate family (parents, brothers, sisters, children, spouse, and in-laws) can be charged as sick leave.

**Holidays:** The following are considered to be Pastoral Staff holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Pastoral Staff are expected to fully participate in special holiday services (such as Thanksgiving or Christmas Eve services) and in Sunday program if holiday falls on a Sunday. Alternate holiday may be used within 30 days.

**Days Off:** Each member of the Pastoral Staff is expected to take off at least one full day each week (a normal work-week should include 50-55 hours). However, since Pastoral Ministry is often unpredictable, the number of hours may vary from week to week allowing pastors to take off an additional day (or part thereof) as their schedule permits.

**Sabbatical:** After seven years of service, full time members of the Pastoral Staff are eligible for a 2-3 month sabbatical. The nature and duration of a sabbatical shall be discussed with the Elder Board and any request for an extended time away from Church on the Hill for the purpose of rest, continuing education and spiritual formation must be approved by the Elder Board.