

**Pastor Job Description  
includes pastor responsibilities and duties:**

**Preaching and Teaching:**

The Pastor will be the primary preacher for worship services. The Pastor also will provide leadership in planning and executing the Adult Education programs and other programs in discipleship and ministry training, in coordination with other ordained and lay leaders.

**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 as a key leader among staff, elders, and deacons and implement the plan by:

- a. Coordinating/leading 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.

**Administration:**

The Pastor oversees and executes the administration of the church through lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through lay volunteers.

He must:

- a. Oversee the pastoral care needs of the congregation and, as necessary, share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages, and funerals.
- b. Supervise the Office Manager (if applicable) 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 and Compensation:**

The Pastor will file quarterly reports to the Deacons on ministry accomplishments and activities. The Deacons will conduct annually a performance evaluation and review of the compensation package.

I have read and received a copy of my job description.

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Signature

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