

WORKING

York First Church of the Brethren Position Description

DOCUMENT

Title: Pastor (Full-time)

The Pastor is called by the York First Congregational Business Meeting to carry out specific pastoral ministries within the congregation. This work will be consistent with, and directed toward, living out the church's mission and vision. The Pastor shall provide a balanced ministry of preaching, worship, teaching, pastoral care, and administration which is faithful to the ideals of the Church of the Brethren and appropriate to the context of the congregation. The Pastor shall be the spiritual leader of the congregation and the director of pastoral services and church ministries. The specific duties and responsibilities of this position will be based on the church's ministry objectives and the ministry gifts of the pastor.

GENERAL QUALIFICATIONS

The Pastor shall:

- be a growing Christian disciple whose lifestyle reflects his or her faith, being spiritually mature and deeply committed to Christ and the Church.
- demonstrate genuine love for people and the ability to lead, encourage, and empower.
- have the academic preparation to accomplish the requirements of the position.
- have leadership and organizational capabilities.
- be willing to uphold and promote the teachings and beliefs of the Church of the Brethren and in harmony with denominational ethical standards and local laws.
- be ordained or licensed in the Church of the Brethren.
- become a member of the York First Church of the Brethren.

ACCOUNTABILITY

The Pastor will be accountable to the Congregational Business Meeting through the Church Board and Executive Committee and will work cooperatively with the other employed and volunteer staff to assure effective pastoral ministry.

- The Pastor shall be reportable to the Executive Committee in matters related to employment agreements, working conditions & relationships, and position description. The Pastor shall review performance with the Executive Committee (or designated group) annually (see V.I.A).
- Ordination is held by the District Board and credentialed Ministry is accountable to the District Ministry Commission.

AUTHORITY

The Pastor shall:

- lead bi-weekly ministry/office staff meetings where a collegial style will prevail.
- be a voting member of the Congregational Business Meeting and serve *ex-officio without vote* on the Executive Committee and Church Board and *ex-officio without vote* on the appropriate Teams or Commissions as needed.

PRIMARY AREAS OF RESPONSIBILITY: Ministry Goals and Objectives

I. Preaching and Worship Ministries

- A. To provide a biblically-based preaching ministry which is faithful to the ideals of the Church of the Brethren, responsive to the needs of the congregation, and attentive to the conditions/situation of the local, national, and world communities.
 - 1. Cooperation with Music & Worship Team in planning and coordinating Sunday morning worship, except when these duties are the responsibility of other designated persons. Develop a process for evaluating the worship experience.
 - 2. Prepare a minimum of 40 and a maximum of 47 sermons per year and deliver 2-3 sermons per Sunday.
 - 3. Preach at least one sermon each quarter which addresses a Brethren belief, practice, or concern.
 - 4. Develop a quarterly preaching schedule and make it available to the music staff and other persons involved in worship leadership.
 - 5. Assist the Music & Worship Team in calling and training lay worship leaders, utilizing lay leaders at least twice a month.

II. Administration

- A. To assume a leadership role in administering congregational ministries/programs that are faithful, effective, and person (rather than task) oriented.
 - 1. Serve as ex-officio member of the Executive Committee, Church Board, and Commissions.
 - 2. Attend all Church Board, Congregational Meetings and Commission Meetings as need requires.
 - 3. Provide input for agenda with Commission and Board Chairpersons prior to each regular meeting.
 - 4. Provide input for agenda with the Church Moderator and Board Chairperson for Congregational Business meetings.
 - 5. Meet at least quarterly with the Executive Committee for review, evaluation, and planning for the on-going ministry of the church.
 - 6. Supervise and evaluate the work of the church office secretary.
 - 7. Serve as a liaison between the church and the Child Development Center.
 - 8. Provide a quarterly written ministry report to the Executive Committee and Church Board.
 - 9. Provide a written ministry report for each regularly scheduled congregational business meeting (spring and fall).

III. Visitation and Care-Giving Ministry

- A. Plan and participate in a comprehensive and systematic program of visitation in coordination with the Deacon Board to meet congregational needs.
 - 1. Priorities for visitation:
 - a. Hospital, crisis, and death
 - b. Shut-ins and nursing home residents
 - c. New members
 - d. Church families
 - e. Potential members
 - f. Inactive members

- B. Assist the Deacons in developing a care-giving ministry plan in order to increase the effectiveness of Deacon-initiated ministry within the church.
 - 1. Example: *Under Shepherd Plan* or similar Deacon ministry plans.
 - 2. Promote Deacon Training and provide adequate resource materials.
 - 3. Offer private communion to all shut-ins as appropriate.
 - 4. Ensure that all shut-ins are mailed a copy of each Sunday's bulletin.
 - 5. Provide care for those who experience crisis in their lives, and who experience the death of a loved one.
 - 6. Develop a mentor plan. Provide sponsors for prospective/new members.

IV. **Pastoral Ministries**

- A. Provide ministry for individuals as requested.
 - 1. It is understood that persons will be referred to professional counselors outside the congregation after three initial sessions.
 - 2. Pre-marital ministry shall be required for weddings performed by the Pastor.
- B. Plan and coordinate the ordinances of the church: Love Feast, Communion, baptisms, anointings, child dedications; and other services of the church as needed: funerals, home dedications, commissioning services, etc.
- C. Assist the appropriate Commission in developing an effective ministry with children and youth of the church.

V. **Professional and Spiritual Growth**

- A. Maintain a discipline of daily Bible study, devotions, and prayer.
- B. Read appropriate professional journals, books, and literature.
- C. Serve as Delegate to District and Annual Conference as directed by the Executive Committee.
- D. Participate in at least one professional growth event each year.
- E. Be an active member of the local ministerial associations.
- F. Take annual vacation and 1 ½ days per week free of pastoral responsibilities.

VI. **Review**

- A. The Executive Committee of the Church Board will conduct an annual review of the Pastor's ministry. Assistance and evaluation instruments for annual review may be secured from the District Office.

Notes:

-Assumes old structural language - would be updated with new language when approved and adopted by the Congregational Business Meeting.

-This Position Description is a "work in progress" and is subject to review and revision by the appropriate committees.

Reviewed by Executive Committee - 1/4/11

Reviewed by Church Board - 1/11/11