



POSITION DESCRIPTION: SENIOR PASTOR

Status: Full-time, Salaried

Hours: 40 Hours per week

Benefits: Health Insurance, Retirement Plan, 4 weeks' vacation, 1 week continuing education with funding.

SUPERVISED BY: Executive Team

QUALIFICATIONS: Ordination required with an educational background from Calvin Theological Seminary preferred. 15+ years of experience in ministry preferred.

POSITION SUMMARY: The Senior Pastor is to provide pastoral leadership in all areas; equipping the men, women, and families of Trinity CRC to live as fully devoted followers of Jesus Christ. He also is to provide pastoral care and provide supervisory leadership to paid and volunteer staff.

Key Responsibilities and Duties:

A. Preaching and Teaching

1. The Senior Pastor will be the primary preacher; working in partnership with the associate pastor to fulfill all preaching and worship service responsibilities.
2. Offers spiritual guidance to staff, consistory and the congregation.
3. Administrates the Sacraments
4. Shares teaching responsibilities with associate pastor.
5. Teaches regular structured classes targeting specific needs and ages including one high school catechism class.

B. Leadership / Administration / Supervision

1. Responsible for the leadership and supervision of all paid staff and volunteers including the associate pastor; providing leadership, coaching, and team building.
2. Leads in a process for discerning and clarifying vision; then gives leadership and supervision for implementation of that vision through the various ministries of the church.
3. Leads discipleship initiatives within Trinity CRC and in the broader community.
4. Promotes evangelism and outreach locally and globally.
5. Supports and promotes Christian education

C. Pastoral Care

1. Conduct pre-marital counseling sessions and officiate wedding ceremonies and conduct funerals.
2. Available for informal consultation by congregation members by scheduling office hours.
3. Lead an effective program of visiting members and prospective members.

D. Miscellaneous Considerations

1. The responsibilities delineated in this position description may be open for review, modification, and change annually or at the discretion of the council and/or the request of the pastor in order to allow for more accurate reflection of the talents and interest of the pastor and to better meet the needs and goals of the church. Any modification or change in the position description, however, is ultimately the decision of the Council.
2. Council approval must be obtained for all preaching and speaking engagements outside our church.
3. The pastor shall receive four weeks of vacation per calendar year and one week of continuing education. The Council encourages the pastor's continuing education and will reimburse for programs beneficial for pastoral ministry.
4. Reimbursement for services shall be based upon the CRCNA Ministers' Compensation Survey guidelines, which are supplied annually to the churches by the denomination. A committee of the Council reviews the health insurance plan annually.
5. At the end of each calendar year, the Executive Team shall arrange for a review of the pastor's work.

Reviewed and accepted: _____
Senior Pastor

Date Written: November 24, 2016
Revised:
Approved: 12-7-2016