



## Job Description

3/4/2022

Job Title: Senior Pastor

Reports To: The Elder Team

Position Status: Full-Time

**Purpose:** The role of the Senior Pastor is to assist the Elders in overseeing the life and direction of the church. The Senior Pastor will have a firm grasp on the purpose, values and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The Senior Pastor will offer pastoral leadership to the congregation alongside clergy and lay ministers. The Senior Pastor will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

### **Qualifications:**

1. Should demonstrate a vibrant living faith in Jesus Christ and have a solid Biblical foundation.
2. Exhibit a character and lifestyle that reflects the biblical qualifications for church leadership.
3. Shall affirm the CMC Network of Churches Statement of Theology and Statement of Practice.
4. Shall affirm and abide by the Oak Dale Church Constitution.
5. An experienced spiritual leader (encouraged to have a mentor, especially if relatively new to the area of the role of Senior Pastor, this may include but is not limited to designated CMC Overseer).
6. Shall be spiritually, physically, emotionally, and mentally able to fulfill the duties assigned.

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### **Key Responsibilities and Duties:**

1. **Preaching and teaching:** The Senior Pastor will be the primary preacher and provide coordination of the preaching schedule for Sunday 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/or lay leaders and should be willing to learn and grow in ministry by reading, studying, and attending continuing education and other ministry conferences and seminars.

2. **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 and elders and implement the plan by:

- a. Coordinating/leading regular 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.

3. **Staff supervision and development:** The Pastor serves as director to ordained and lay staff and lay volunteers, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:

- a. Attend elder meetings
- b. Overseeing staff training and development.
- c. Oversee and provide leadership to the pastoral staff in the design and implementation of all church ministries.

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- d. Working with the finance and elder team to implement salary reviews and recommendations.
- e. Maintaining efficient and effective lines of communication between the staff and elders.
- f. Support to elder chair and HR Team – overseeing the negotiation of insurance and other benefits, conduct performance evaluations, and provide ongoing informal performance feedback.

4. **Administration:** The Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through staff and 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 church staff and provide direction, and oversight as needed, for the effective functioning of the front office support functions.
- c. Oversee development of and adherence to church policies and procedures.

5. **Evaluation:** The Pastor will file monthly reports to the Elders on ministry accomplishments and activities. The Elder Team will conduct annually a performance evaluation and review of the compensation package.

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

Employee \_\_\_\_\_

Date \_\_\_\_\_