

Pastor's Job Description: Smithers CRC

Revision – Winter 2018

Personal and Professional

- Active in personal prayer and devotions
- Maintain mentoring relationship(s) with an individual or individuals who will hold you "accountable" in your walk with the Lord
- Determine, with Council areas of need for growth, and pursue opportunities for professional development in Christian ministry, and appreciation of Reformed faith

Preaching/Leading Worship

- Uphold and promote the Reformed expression of the Christian faith, by including the Reformed Confessions in preaching and liturgy
- Serve as a member of the Worship Committee and work weekly with the music planners
- Take the lead in planning and leading worship services, and encourage congregational involvement
- Faithfully administer the sacraments
- Be available to officiate at weddings and funerals of members and attenders of our congregation
- Dialogue with elders about sermon topics and themes that address current needs and challenge the congregation to grow as faithful disciples
- Participate with the elders in sermon evaluations
- Challenge the congregation to grow as faithful disciples of Jesus Christ
- Work with the vice-chair of Council in scheduling Sundays off

Pastoral Care

- Maintain strict confidentiality in ministry
- Actively visit within the congregation, with a focus on the sick, the suffering, the lonely, the shut-in, the elderly, the disabled and those who mourn
- Provide counselling in situations where you feel capable and comfortable and/or arrange with local specialists
- Have pre-marriage conversation and preparation with those whose ceremonies you conduct
- In consultation with the elders, play an active role in seeking those distant from church life and the Christian faith.

Administration/Leadership

- Assist the church in being faithful to its mission and vision statements
- Attend Elder, Council, and ICC meetings. Provide leadership, guidance, and direction at these meetings. Be available for assistance in areas where your expertise might be required.
- Encourage office bearers to be faithful to their callings
- Serve as a delegate to Classis twice a year
- Provide bulletin information to our bulletin editor as required
- Be open with the council regarding joys, challenges, and goals
- Give a monthly report to the elders which outlines your ministry experience of the past month
- Be available to serve as Chair of the Elders if required
- Make presentations at Congregational Meetings when requested
- Be an active supporter of Christian education – include it in church prayers, attend local functions, and help promote through church's ministry

Community

- Actively promote evangelism within our church community, encourage our church family to have a heart for the lost
- Provide encouragement and membership orientation in response to people new to the church family
- Be present in community activities and volunteer in an area of interest; attend occasionally community events that happen in our facility

Teaching and Discipling

- Be the leader in High School Faith formation, selecting material and teaching, and enlist help as needed
- Be involved in discipling those who decide to make profession of faith
- Lead adult classes and small groups as when a pastor is needed

Network with Other Churches and Pastors

- Connect regularly with other northern CRC pastors
- Establish regular contact with other areas pastors, and be active in the local ministerial
- Develop a relationship with a fellow pastor who can mentor you in your work as pastor
- Be involved in ecumenical activities shared by area churches