

Senior Pastor – Hopewell First Church of God Job Description

The Senior Pastor is the chief elder/shepherd of the congregation appointed by the Great Lakes Conference of the Churches of God, General Conference for the supervision, administration, and direction of the work of the kingdom of God as it is expressed through the ministry of the Hopewell First Church of God.

The Senior Pastor is responsible to the Elders and the Church Board for the conduct of his/her ministry and will meet with the elders on a regular basis.

The position is employed by the congregation upon recommendation of the Pulpit Committee and the Church Board and in direct cooperation with the Pastoral Life council of the Great Lakes Conference. Employment is subject to receiving the appropriate approval and credentials by the Great Lakes Conference.

In general terms, the Senior Pastor is one of the spiritual leaders of the church and the chief director of its ministry. The Senior Pastor is responsible for several areas, and will work in conjunction with the church board and other staff to fulfill the following areas of ministry:

Leadership and Vision:

- The Senior Pastor is responsible to help the congregation identify and communicate its mission and its vision for ministry.
- The Senior Pastor oversees the development of leadership within the church appropriate to fulfilling its mission and vision.
- The Senior pastor provides spiritual leadership to help the congregation conduct its ministry and its daily life in keeping with the Word of God.
- The Senior Pastor represents the congregation to the community and the larger church.

Preaching and Teaching:

The Senior Pastor, as the chief preacher of the church, will:

- Prepare and present a sermon for all worship services except those during vacation weeks, or when guest speakers deliver sermons, or other presentations are provided.
- Participate in limited preaching opportunities away from the church under the direction of the Elders, as called upon.
- The Senior Pastor has a primary role as teacher and equipper along with a responsibility to ensure that what is taught throughout the church is faithful to the Word of God. The Senior Pastor will:
 - Teach in Sunday School as needed or when called upon to do so.
 - Teach Bible study lessons as needed or when called to do so.
 - Be responsible to provide special instruction in discipleship training such as new member classes and leadership training.

Worship:

The Senior Pastor is responsible to develop and direct the worship ministry of the church. The Senior Pastor will:

- Coordinate themes and plan worship services.
- Conduct worship services.
- Administer the ordinances and rites of the church.
- Oversee the preparation of worship materials and bulletins
- Make other preparations for worship services.
- The Senior Pastor will participate in community worship and ecumenical services as called upon.
- The Senior Pastor will perform weddings according to the guidelines of Scripture, the church, the United States governments, and laws. The Senior Pastor will:
 - Counsel each couple before their marriage.
 - Take charge of the rehearsal and wedding ceremony and see that all activities at the church are conducted in a manner that pleases God.
 - Give priority in performing marriages to members and regular attenders of the church.
 - Not conduct marriages outside the church without the approval the Elders as to determine the appropriateness of said setting or location.
- The Senior Pastor will conduct funerals and memorial services according to the guidelines of Scripture and of the church. The Senior Pastor will:
 - Meet as soon as possible with the family of the deceased to offer prayer, comfort, and counsel.
 - Assist the family making plans for funeral or memorial services.
 - Conduct such services and provide follow-up care for post funeral needs.

Pastoral Care:

In conjunction with the, Elders and other Leaders, the Senior Pastor is responsible to see that proper encouragement, support and care is given to the church family. The Senior Pastor will:

- Lead and be involved in intercessory prayer.
- Provide counseling as called upon within the limits of time and expertise.
- As personally as possible, minister to people in crisis situations.
- Visit members and attenders as needed to offer encouragement and support.
- The Senior Pastor will take the lead in managing and working to resolve conflicts within the church. The Senior Pastor will:
 - Work to facilitate peace and harmony among members, staff and others, particularly in conflicts that threaten the welfare of the church.
 - Review with the Elders and/or Board any problems or concerns arising from conflicts and work with them in determining solutions.

Outreach:

The Senior Pastor will work with the Elders, Team Leaders, and others to promote evangelistic outreach whenever possible. While the Senior pastor will oversee setting the evangelistic vision of the church and is encouraged to:

- Be personally involved in winning souls to Christ.

- Give invitations to accept Christ at worship services, small group meetings and other activities when appropriate.
- Help to plan and conduct special services and activities that emphasize evangelistic outreach.
- Give guidance to the promotion of church services and activities using public media including but not limited to website, TV, radio, social media, etc.
- The Senior Pastor will support the making of disciples and training of others to win souls to Christ.

Administration:

The Senior Pastor will have general oversight of the church, acting as a catalyst for the future direction of the church and facilitator of existing ministries and programs. The Senior Pastor will:

- Be considered (by the very nature of the pastoral office) an ex-officio member of all church Ministry Teams, Committees and Boards.
- Have the privilege of forming advisory committees as this person deem necessary for the purpose of researching, brainstorming, etc. but with no legislative power.
- The Senior Pastor is responsible for the ongoing operations of the church. The Senior Pastor will:
 - Be responsible for the day-to-day functions of the church office.
 - Keep appropriate records for the church.
 - Be responsible for the operation of the church building.

Hourly Expectations and Wages:

- Hourly expectation is flexible based upon the nature of the pastoral office (full-time or part-time) and will be based upon the Senior Pastors vision, and depending upon extra work necessary due to pastoral duties, like weddings, funerals, visitations, etc.
- Wages will be discussed during the interview process. Compensation will be competitive but negotiable. Milage will be reimbursed.
- A potential item for discussion during the interview process is the church parsonage.

Given the specific requirements of this position, it is expected that this person will exhibit the gifts of faith, leadership, exhortation, teaching, shepherding, and discernment.

Above all else, the Senior Pastor is a minister of the Gospel of Jesus Christ and is His representative to the Church and to the world. It is expected that this person will exhibit a mature and outgoing faith in Jesus Christ. This person will be committed to evangelism and nurturing of disciples of Jesus Christ. This person will uphold and demonstrate the teachings of the Word of God as taught by the Churches of God General Conference.