

## LMBC Pastoral Job Description

### **General Description:**

The Pastor is responsible for leading the church to function as a New Testament Church. The Pastor will lead the congregation, the organizations, and the Church staff to perform their tasks. The Pastor is leader of pastoral ministries in the Church. As such, he works with the Deacons and Church staff to (a) lead the Church in the achievement of its mission (b) proclaim the gospel to believers and unbelievers and (c) care for the Church's members and other persons in the community.

Pastor services are built upon basic elements of litanies, prayers, hymns, scripture lessons, offerings, sermons for our children, sanctuary choir anthems and sermons by the Pastor.

### **Pastoral Requirements and Responsibilities:**

- Lead the Church in an effective evangelism program and in a caring ministry for those in the Church and in the community.
- Lead an effective program of visiting sick, needs of the Church and shut-in members and prospects.
- Conduct counseling sessions, as needed.
- Assist families in time of deaths and conduct funerals when asked.
- Perform Wedding ceremonies.
- Lead the Church in planning, organizing, directing, coordinating and evaluating all Church programs and ministries in conjunction with Deacons, Trustee Boards and Church Council.
- Represent the Church in civic matters.
- Act as moderator of the Church business meeting (unless another leader is elected moderator, i.e., Deacon, and / or elected moderator)
- Work with Deacons, Board of Trustees, Church officers, and committees/auxiliaries as they perform their assigned responsibilities.
- Serve as administrator of the paid Church staff; supervising the work of the ministry staff, both volunteer and paid ministers and directors.
- Conduct monthly Church Council meetings and participate in Deacon's meetings.
- Prepare and conduct class for new believers and members, as needed.
- Provide appropriate reports to Deacon chair monthly on all expenses for gas reimbursements and other expenses to be forwarded to Church financial officer upon approval.
- Provide vacation time one month in advance to Deacon chair.

- Assist with fundraising events.
- Assist moderator to plan and coordinate quarterly business meetings.
- When decisions are approved by the Church council for major changes present to church for approval during business meetings.

**Critical qualifications:**

Must be licensed and ordained. (If not ordained, must be ordained within 6 months of hire date.)

Education, a bachelor's degree and 5 years of experience in the ministry or a combination of education and experience.

Must possess the following attributes: personal relationship with Jesus, integrity, passion, vision, humility, fiscal responsibility, purpose driven, good communication skills, encourager, mentoring skills, peaceful, patient, a teacher, gentle, not quick tempered, demonstrated perseverance.