

IMMANUEL EVANGELICAL FREE CHURCH

Revised: February, 2020

Job Title: **SENIOR PASTOR**

Accountable to: Elder Board

Exempt Status: Salaried (Exempt) Pastoral Staff

Major Areas of Responsibility:

I. Ministries- Pulpit and Teaching-Related

- a. Plan services in conjunction with the Music Director/Worship Leader.
- b. Message preparation based on sound doctrine, Matt 7:24-27; Titus 2:1
- c. Deliver weekly message except for vacation, other speakers or events
- d. Teach Sunday school and special classes when needed or desired:
 - What We Believe, Small Groups, Discipleship Training, Welcoming Class, Leadership, Outreach, Builder, etc.
- e. Conduct baptismal services and the ordinance of communion.
- f. Provide vision and spiritual oversight of the church body.
- g. Organize / coordinate ministry opportunities for outreach to the community.
- h. Encourage the body of Christ and equip the saints for the work of ministry, for building up the body of Christ, Eph 4:11-13

II. Personal Care Ministries

- a. Counseling of church families and individuals or provide counseling resources.
- b. Hospital and/or home visitation as needed or requested.
- c. Provide Premarital counseling and perform weddings ceremonies.
- d. Funerals as required.

III. Administrative Responsibilities

- a. Active member of the Elder Board with voting privileges.
- b. Option to attend committee meetings: youth, missions, deacons, etc.
- c. The senior pastor will provide oversight and help coordinate the vision and goals of the church with the Staff.
- d. As Chair of Executive committee will produce End of the Month Report.
- e. Facilitate the Annual State of the Church congregational meeting.
Communicate the visions and the goals of the Elder Board.
- f. Plan the agenda for the Elder board meetings with the Elder Board Chair.
- g. Submit monthly ministry report to the Elder Board.

IV. Other Responsibilities

- a. Establish and maintain relationship with the Eastern District Association of the Evangelical Free Church of America.
- b. Establish and maintain relationship with the local churches.

V. Spiritual Character

- a. Be an example of Christ and the Holy Spirit working in you as pertains to life and godliness 2 Peter 1:3
- b. Live in accordance with the biblical mandates noted in 1Tim 3:1-7; Titus 2:11-12
- c. Maintain a personal practice of prayer, worship, and study of God's Word.
- d. The Senior Pastor will be accountable to one lay person and one Elder Board member of his choice.