

SENIOR PASTOR JOB DESCRIPTION

PRINCE GEORGE EVANGELICAL FREE CHURCH

Purpose:

The senior pastor, as God's appointed shepherd to the Prince George Evangelical Free Church has as his first responsibility, a personal relationship to God as outlined in Romans 12:1,2. As a man of God, his second responsibility is to his family. As shepherd of the church, he shall devote his time to the work of the church, administration of the ordinances, and preaching of the word. He shall, with great patience, be ready to reprove, rebuke, and exhort in order to maintain spiritual unity and rightly divide the word of truth as outlined in I Timothy 3, 1-7; 4:12-15; II Timothy 2:15; Titus 1:7-9.

He shall be in agreement with the stated objectives of the church and shall uphold its constitution. Furthermore, he shall subscribe whole-heartedly to the Statement of Faith (as adopted by the Prince George Evangelical Free Church), Character and Calling, and Code of Conduct of the Evangelical Free Church of Canada.

Responsibilities:

The senior pastor has the following responsibilities and is expected to allocate his time according to the guideline percentages attached to each responsibility area.

Preaching/teaching ministry – 40% (16 hrs when based on a 40 hr. work week)

1. The pastor shall provide a pulpit ministry that incorporates the expounding of Scriptures of all doctrine, presentation of a clear message of salvation, and exhorting of the church constituency to act upon scriptural teaching in their daily lives. The pastor is expected to share the pulpit with other pastoral staff and to work to develop this gift in believers.
2. The pastor shall spend much time in prayer and personal Bible study in order that he may experience spiritual growth and educational development in his personal life and ministry. He is encouraged to set regular study hours during which he shall not be disturbed except for emergencies.
3. The pastor shall be responsible for administering the ordinances of baptism and communion at the regularly scheduled and special services.
4. The pastor may provide sermons and other Christian teaching at special events, or other occasions, either at the church or other locations as requested and subject to other demands on his schedule.

Discipling and equipping – 15% (6 hrs when based on a 40 hr work week)

1. The pastor shall work with the church leadership to establish a vision for the direction of the church that encompasses the EFC ethos, our church family's giftings, and the needs of the local community.
2. The pastor shall work with other pastoral staff and church leaders in the selection and/or development of teaching materials to be used in the teaching and training of new and long-term believers and oversee instruction classes for prospective members.
3. The pastor shall work with the Elders and other church leaders in the development and implementation of programs and plans to witness to the community for the purpose of bringing unchurched individuals to a saving knowledge of Jesus Christ.

Leadership and leadership training – 15% (6 hours when based on a 40 hr work week)

1. The pastor shall work with Elders, church officers, and committees as they perform their assigned responsibilities so as to develop an effective team ministry.
2. The pastor shall ensure that there is instruction, training and encouragement of the lay leadership of the church in the exercise of their spiritual responsibilities. This includes the oversight and training of small group/care group/bible study leaders.

Pastoral care – 15% (6 hrs when based on a 40 hr work week)

1. The pastor shall lead the church in a caring ministry for persons in the church and the community.
2. The pastor is expected be available for personal counselling of members and friends of the church on an appointment basis. This would include family, pre-marital, marital, and grief counselling.
3. The pastor shall perform wedding ceremonies and conduct funerals.
4. The pastor shall take the lead in the visitation of sick, aged, or shut-in individuals. The pastor shall also oversee and encourage members of the congregation in this ministry.

Administration – 10%

1. The pastor shall supervise all paid staff of the church; this includes other pastoral staff and administrative assistants.
2. The pastor attends church board meetings, and congregational meetings, but is not a voting member of the board (*the constitution and bylaws are unclear and/or contradictory on this point*). He is, however, an ex-officio member of all committees of the church with power of address.
3. The pastor is encouraged to meet regularly with other pastors and Christian leaders in the community and to be an active member of the local ministerial association.
4. The pastor is expected to attend EFCC-Canadian Pacific District and national conferences and encouraged to accept leadership roles in the denomination, the CPD and other evangelical organizations, providing such activities do not hinder his ministry to the church.
5. The pastor is encouraged to post, and as much as practical, hold regular office hours each week.

Personal development – 5%

1. The pastor is expected to keep himself current with major, and significant, events and trends in both the secular and Christian communities so as to be able to speak to existing and emerging issues from the pulpit and in conversation with believers and non-believers.
2. The pastor is encouraged to regularly take courses, read relevant books and periodicals, and attend seminars in order to keep up to date and improve his skills in the various aspects of pastoral work (preaching, teaching, church leadership, counselling, etc).
3. The pastor is encouraged to participate in wellness activities and programs with the aim of maintaining his good physical and mental health.