

Appendix 3

Sample: Pastor's Job Description

Principle Function

The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

Responsibilities:

- 1. Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.*
- 2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.*
- 3. Visit members and prospects.*
- 4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.*
- 5. Serve as chairman of the Church Council to lead in planning, organizing, directing, coordinating, and evaluating the total church program.*
- 6. Work with deacons, church officers, and committees as they perform their assigned responsibilities; train and lead the deacons in a program of family ministries.*
- 7. Act as moderator of church business meetings.*
- 8. Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.*
- 9. Serve as chief administrator of the paid church staff; supervise the work of assigned paid staff workers.*