
Sample Lead Pastor Job Description #1

Purpose of Position

Eph. 4:12 – To equip God’s people for ministry

1 Pet. 5:1-4 – To develop and provide a ministry of shepherding to God’s people

Mark 12:30-31 – To lead God’s people into vital relationships with God and others

Matt. 28:19-20 – To lead God’s people into fulfilling our Christian mandate

1 Tim. 4:6-13 – To uphold, teach, and apply the Scriptures for life and service

The Lead Pastor provides spiritual and pastoral leadership to the church and leads in evangelism to the surrounding community. This includes providing spiritual leadership through example, preaching/teaching, working with the Board in establishing and implementing the vision of the church, equipping the congregation for the various works of ministry, and shepherding people in partnership with the Board, pastors, and ministry leaders.

The Lead Pastor is accountable to and reports directly to the Board through the Elders and to the District Superintendent as constitutionally defined.

The Lead Pastor oversees the elders, pastoral and support staff, and ministry leaders.

Qualifications

- Professes faith in the work of Jesus Christ for salvation and has a solid personal relationship with Christ
- Demonstrates a life submitted to Christ through lifestyle choices, words, and practice
- Holds a bachelor’s degree at minimum in a theological or ministry discipline
- Licensed and ordained in the Christian & Missionary Alliance

Leadership/Leadership Development & Discipleship (25%)

The Lead Pastor is:

- A cooperative, self-confident motivator
- An inspirer of all with the vision of the church
- An effective team builder to bring other disciple-makers alongside
- Committed to developing the congregation in spiritual maturity
- An equipper who gives ministry workers tools for their jobs



Duties/Responsibilities:

- Works alongside the Board in the maintenance of a compelling vision, and acts as the key implementation champion for the strategic plan
- Schedules and participates in the planning and leadership of an annual Board retreat that educates, motivates, and supports Board members
- Leads the staff team at the church
- Other duties as assigned

Preaching/Worship (45%)**The Lead Pastor is:**

- An effective communicator in accurately taking the whole word of God and providing avenues of application that the congregation understands
- Someone whose genuine spiritual life shows through in preaching
- A Spirit-led, mature believer who speaks from experience
- A disciple-maker who leads others into greater commitment
- An evangelist who speaks the message of Jesus to those who need to hear

Duties/Responsibilities:

- Plan and implement a weekly teaching schedule that encourages attendees to learn the truth of God, to mobilize their daily walk of faith, and become fully devoted followers of Jesus Christ.
- Prepares preaching schedules in advance, and reviews with the Elders quarterly
- Meets weekly with the Worship Pastor to evaluate and plan services
- Ensures that worship services are effective in content, style, structure, and design
- Creates regular opportunities for people to respond to the message of Christ through evangelistic messages with the result of growth in the Sunday service
- Demonstrates competence in organization, administration, and interpersonal relationships
- Demonstrates competence in biblical teaching and preaching and shows a commitment to excellence in ministry and programming
- Excels in effective oral and written communication skills
- Demonstrates the ability to relate to and meet the needs of a broad-based congregation
- Demonstrates the ability to develop leadership of a ministry team
- Demonstrates the ability to communicate a shared vision and implement strategic planning to accomplish goals and objectives



Congregational Relations/Pastoral Care (20%)

The Lead Pastor is:

- A compassionate and empathetic shepherd
- An effective team builder to bring other shepherds alongside
- A discerning peace maker

Duties/Responsibilities:

- Inspires the congregation to spiritual maturity through personal example connection to other local and far-reaching examples and by acting as a connection to the wider work of God
- Provides care for spiritual, emotional and physical needs as needed in partnership with other church leaders
- Proactively identifies problems/ challenges and offers creative solutions for resolution (conflict management)
- Hospital visits as needed
- Provides minor counselling (supportive listening), and refers to professionals for those needing more extensive counselling as needed
- Conducts baptisms and funerals, pre-marriage counselling, and weddings as required.

Professional Development/Personal Growth (10%)

The Lead Pastor is:

- A life-long learner

Duties/Responsibilities:

- Devotes time to spiritual, mental, physical development, and well being through personal disciplines
- Attend courses/workshops as appropriate
- Attend a small group as a participant, and/or lead a small group

Will develop an annual plan in cooperation with the Board. Key performance indicators will be reviewed biannually with the Board. A full performance evaluation will be completed annually.

