

# Covenant Christian Reformed Church

## Lead Pastor

### A. Status

**Employment Status:** Letter of Call

**Reports to:** Administrative Elders

**Benefit Status:** Vacation eligible; health insurance eligible; pension eligible; sabbatical eligible; expense account eligible

**Compensation:** Salary

### B. Purpose

The Lead Pastor is the staff person ultimately responsible for leading, managing/administrating and coordinating the staff and ministry of Covenant Church. Specifically, the Lead Pastor is responsible for championing the mission and vision of Covenant Church, promoting the spiritual nurture of the leadership, staff, and congregation, supervising the staff, leading worship, and preaching God's Word.

### C. Responsibilities: The Lead Pastor will...

1. ...provide worship leadership.
  - a. The Lead Pastor will work with the Worship Director in planning engaging and relevant weekly and special (including Christmas, Maundy Thursday/Good Friday, and Thanksgiving) worship services.
  - b. The Lead Pastor will preach at least 75% of the worship service messages. (In addition to the Lead Pastor's vacation, the Lead Pastor, at their discretion, will be allotted six relief services annually).
2. ...provide spiritual leadership.
  - a. The Lead Pastor, in collaboration and discernment with the staff, will establish and communicate a clear spiritual formation direction for the congregation - including setting an annual theme or focus to serve as the foundation for messages, small group discussion, and personal spiritual growth.
  - b. The Lead Pastor will assist the leadership in walking through their discernments.
  - c. The Lead Pastor will promote the Biblical mandate to make more and better disciples throughout the congregation and illustrate the mandate by their own personal witness.
  - d. The Lead Pastor will assist the Pastor of Student Ministry and Outreach in assimilating new members.
  - e. The Lead Pastor will assist the Pastor of Student Ministry and Outreach in preparing people for making profession of faith.
  - f. The Lead Pastor will assist the Director of Adult Ministries in promoting the development of small groups focused on prayer, Scripture study, fellowship, care and service.
  - g. The Lead Pastor will provide pre-baptism conversations with parents, pre- and post-wedding counseling (for weddings they perform), and will be available for, as time permits, general counseling.
3. ...provide supervision, administration, and training.
  - a. The Lead Pastor will serve as the supervisor for the ministry staff, including, the Pastor of Student Ministry and Outreach, the Director of Adult Ministries, the Director of Children's Ministries, the Worship Director, the Pastor (or Elder) of Visitation and the Church Administrator.

- b. The Lead Pastor will be a member of the Administrative Elders and the Council. The Lead Pastor may be invited to consult with the Deacons and Pastoral Elders.
  - c. The Lead Pastor will provide regular training and encouragement for Council members.
  - d. The Lead Pastor will typically represent the church at Classis – including as a delegate and participant in Council leadership.
4. ...provide pastoral care.
- a. The Lead Pastor will be the primary provider of crisis care (i.e., hospitalizations, deaths, etc.) in the congregation.
  - b. The Lead Pastor will supervise, assist, and coordinate with the Pastor (Elder) of Visitation in long term care (shut-ins, elderly, chronic illnesses, etc.).
  - c. The Lead Pastor will be available for funerals and weddings of congregants.
5. ...be a team player.
- a. Lead the monthly staff meeting and the regularly ministry team meetings (Adult, Student, Children, and Worship) meetings.
  - b. Coordinate activities with other ministry staff, participate in staff initiated events, and assist, as needed/requested, other staff members.
  - c. Model discipleship by being personally involved in (at least) two mentoring/coaching relationships - one receiving mentoring, one offering mentoring.
  - d. Regularly continue to grow professionally in the areas of leadership, discipleship, spiritual formation, and preaching.

**D. Qualifications** (the following is the template for all current staff positions)

To attain and maintain this position, the Lead Pastor must be able to sign Covenant's leadership Covenant and will...

1. ...nurture their Christian faith and demonstrate a Christ-centered life.
  - a. The Lead Pastor will have a vibrant relationship with Jesus Christ, a working knowledge of the Scriptures and a commitment to the Mission of God and the Reformed faith.
  - b. The Lead Pastor will demonstrate a living walk with Christ and a strong desire to exercise their faith and service through this ministry position.
  - c. The Lead Pastor will model a life of growing personal spiritual growth and discipleship.
2. ...exercise strong organizational skills.
  - a. The Lead Pastor will exercise a level of excellence in handling administrative details.
  - b. The Lead Pastor will have proven experience in administration, organization and communication.
3. ...exercise appropriate leadership and relational skills.
  - a. The Lead Pastor must have proven skills in building teams, training and maintaining volunteers. The demonstration of a tender heart towards people is also necessary.
  - b. The Lead Pastor must value equipping inter-generational leaders to use their gifts in ministry.
4. ...be the consummate team player.
  - a. The Lead Pastor must work well with others and have some experience in working on a team-focused staff ministry.
  - b. The Lead Pastor must have and promote a commitment to Covenant Church's mission, vision and overarching goals of ministry.

- c. The Lead Pastor must be willing and able to prioritize the needs of the team over their own personal needs and interests.
5. ...display appropriate interpersonal skills.
- a. The Lead Pastor must have strong interpersonal skills, emotional intelligence, interact/lead graciously, be open to and willing to embrace new ideas, be a self-starter, team-oriented, organized, and dependable.
  - b. The Lead Pastor must be able to maintain strict confidentiality regarding church matters and personnel.
  - c. The Lead Pastor must demonstrate a willingness and eagerness to identify and grow in areas that need improvement.
6. ...maintain a Reformed worldview. The Lead Pastor must have a thorough understanding of Reformed tradition and adhere to the Reformed confessions.
7. ...have professional education (training) and experience.
- a. The Lead Pastor must have a seminary education and be ordained or ordainable in the Christian Reformed Church (or a church in ecclesiastical fellowship).
  - b. The Lead Pastor must have reasonable computer skills.

## **E. Working Hours**

This position is full time and expects the Lead Pastor to keep regular and reasonable office hours.

## **F. Accountability and Reporting**

1. The Lead Pastor is directly responsible to the Administrative Elders and also to the Council.
2. The Lead Pastor will have periodic conversations with the Administrative Elders regarding work performance, professional development, personal support, and goal setting.
3. The Lead Pastor will submit to an annual evaluation by the Administration Team based on completion of the self-evaluation form.
4. The Lead Pastor will submit a monthly written report of their activities to the Administrative Team for their review.