

Calvary Presbyterian Church

Job Description

JOB TITLE:

Senior Pastor

QUALIFICATIONS:

- Must be ordained or able to be ordained in the Presbyterian Church of America (PCA)
- Must possess an advanced degree equivalent to a Masters in Divinity, encompassing elements of the PCA Uniform Curriculum
- Must adhere to Reformed Biblical principles
- Must have at least five years of experience in ministry; Associate and Senior Pastors preferred

FUNCTION:

The functions of the office of Teaching Elder, or Senior Pastor, of this church shall be consistent with the Biblical descriptions of that call as described in I Timothy, Titus, and other portions of Scripture. In addition to the duties that the Teaching Elder shares with the Ruling Elders, his particular functions are to feed the flock by reading, expounding, and preaching the Word of God as well as to administer the Sacraments.

REPORTS TO:

The Senior Pastor reports to the session and is in submission, as are all elders, to its authority. The Senior Pastor shall report once a year to the Presbytery of New Jersey.

DUTIES AND RESPONSIBILITIES:

1. Plan and lead the worship services of the church. Prepare and preach sermons weekly and on other occasions established by the Session, teaching the Whole Counsel of God as contained in the Old and New Testaments. Sermons should address all ages and spiritual levels within the congregation.
2. Periodically assist the other elders in preparing the children's message.
3. Coordinate with the music director to align the selection of music with the sermon context.
4. Arrange a weekly and monthly schedule for the research and preparation of sermons and pastoral functions.
5. Participate with the session and other pastoral staff for the development of a program for visitation with the people of the congregation.
6. Arrange for the visitation of the sick and those in special need such as mourners.
7. Develop a schedule for counseling those in need. This schedule should reflect the balance of priorities of the pastoral duties.
8. Participate with the session in the development and implementation of administrative policies and procedures.
9. Suggest to the session such policies, programs, and procedures that are necessary to the spiritual growth and welfare of the people of our flock.
10. Suggest to the session policies and programs for evangelization of the lost and encourage, by leadership and example, participation in these activities.
11. Set a worthy example to the flock in public and private lifestyle and exercise exemplary piety before the church and the world.
12. Take an active leadership role in the general oversight of all church activities, bringing to the attention of the session particular problems or changes that need to be addressed.
13. Be present, active, and/or supportive of the scheduled activities of the church, including worship services, Sunday school, prayer groups, youth groups, men's and women's activities, social activities, work activities, etc.
14. Other such duties as may be assigned by the session from time to time.