

LIBERTY CHURCH PCA (LCPCA) POSITION DESCRIPTION

Position Title: Senior Pastor

Introduction

The LCPCA Senior Pastor is a position devoted to preaching and teaching the whole counsel of God, according to His infallible and inerrant Word, and the doctrinal standards as outlined in the Westminster Confession of Faith (WCF) and in the Reformed tradition. The incumbent is the lead shepherd of the entire Congregation, and should live above reproach as he knows, feeds, leads and protects the local flock. The incumbent shall lead the session and congregation in a manner that skillfully organizes the church and its members to carry out the Great Commission, spread the Gospel and make disciples. The position encourages congregants to grow spiritually, and in their fellowship with the LORD and one another, to love God and love their neighbor.

Major Duties and Responsibilities

- Worship and Preaching Ministry:
 1. Effectively and systematically preach the Word of God each Sunday Worship Service with knowledge, clarity and zeal for the glory of God.
 2. In accordance with biblical principles - to plan, coordinate and lead a vibrant Morning Worship Service in praise to God, using a biblical, traditional, creedal, confessional and reformed form of worship based on the Apostles and Nicene Creeds, WCF, and the WCF Larger and Shorter Catechisms. The service shall be joyful and reverent, utilizing the regulative principle of worship in the Reformed tradition.
 3. Select or supervise the choice of hymns (based on the Trinity Psalter Hymnal, or the Trinity Hymnal), music, choir numbers, and special music used in the services that are edifying and true to Scripture. Utilize a "blended" worship style featuring traditional hymns and doctrinally sound "praise" music. While music selection may be delegated, or preapproved lists may be established, responsibility for and final selection of theologically sound musical lyrics rests with the Senior Pastor.
 4. Administer the Sacrament of the Lord's Supper and administer the Sacrament of Baptism to the infant children of covenant believers or based on a valid profession of faith to adult converts to the faith.
 5. Plan and lead Sunday Evening Services to include preaching and teaching the Word of God, the singing of hymns, receiving missions presentations, and the offering of prayers for the church and members of the congregation.
 6. Plan and lead special seasonal services (*e.g.*, Christmas Eve, Maundy Thursday, Good Friday, *etc.*)

- Pastoral Ministry:
 1. Provide pastoral counseling to members of the congregation or others, as required, to include pre-marriage counseling, marriage counseling, grief counseling, and family counseling.

2. Prepare pastoral letters and other forms of pastoral communications to the congregation, as required.
 3. Oversee and encourage the visitation of members and friends of the church in the hospital or in their homes during times of crises, need and comfort, such as when they are sick, infirmed, grieving or recovering from surgery.
 4. Plan, coordinate, and officiate during marriage ceremonies, funerals, and memorial services.
 5. Prepare pastoral welcome letters and oversee meeting with church visitors in their homes to welcome them and answer questions about the church and denomination.
 6. The pastor will not be leader of a Shepherding Group, but instead will shepherd the elders and their families.
- Christian Education:
 1. Leadership Training. Develop lesson plans and provide or oversee officer training, to equip men and better enable them to serve in leadership and service positions within the Church of Christ.
 2. Oversee the preparation of non-communing adults and covenant children of the church for communicant membership in the church within the context of spiritual headship within the family.
 3. Supervise or lead Bible studies, as required, in order to make strong disciples of Jesus Christ within the congregation, improve their walk with Christ, promote evangelism, and provide fellowship among fellow believers.
 4. Train men during their time of internship and preparation for ordination as church officers.
 5. Promote discipleship within the congregation, especially within families and among the covenant children and youth of the church.
 - Leadership and Accountability:
 1. Serve as Moderator during Session Meetings, preparing the meeting Docket.
 2. Serve as Moderator during Congregational Meetings, preparing the meeting Docket.
 3. Participation. Fulfill normal responsibilities to Presbytery by actively participating in Stated and Called meetings.
 4. Be willing to actively serve on committees and commissions of Presbytery and the General Assembly, and in leadership positions for those courts, as able.
 5. Planning and Strategy. With the active support of Session members, develop a comprehensive ministry plan, the church's long-term vision, strategic objectives, and goals for ministry.
 6. Leadership. Share oversight and leadership responsibility with other Session members, Deacons, and lay leaders within the church in order to carry out the church's ministry plan, long-term vision, strategic objectives, and goals for ministry; identify, recruit, and develop lay leadership within the church; be in submission to brothers on the Session and within the Presbytery.
 7. Team Player. The Senior Pastor must thrive in a teamwork environment, leading by humble example, and inspiring staff and church members in the utilization of their God-given talents to glorify God in their pursuit of the various ministries of the church.

Promote effective communication and coordination among church staff and ministry heads to enhance overall church ministry synergy.

8. Church Government. Maintain a good understanding of the latest changes to the PCA's Book of Church Order (BCO), Rules of Assembly Operation, and Rules of the Presbytery. Be familiar with the church Articles of Incorporation and Robert's Rules of Order.

9. In accordance with the BCO, ensure that biblical church discipline is exercised as necessary to protect and preserve the purity and peace of Christ's Church.

- Outreach and Missions:

1. Promote awareness, zeal, prayer support, and service among church members for Missions, Church Planting, and the outreach of the Gospel by various means to the local community, the broader community within the Presbytery, the nation, and the world.

2. Actively support the work of the Deacons by attending a Diaconate Meeting at least once a year, and attend all joint Deacon/Elder meetings.

- Administrative:

1. Church Finances. With the assistance and active support of Session members, oversee and monitor the development of the annual Church Budget by the Deacons.

2. Church Designated Funds. With the assistance and active support of Session members, oversee and approve the activities and expenditure of designated funds by the Diaconate.

3. Under the authority of the Session, supervise members of the office staff; direct, prioritize, and wisely delegate daily tasks and office assignments to achieve desired results; hire, train and develop staff members into a skilled, cohesive, productive team; fairly evaluate the performance of staff personnel annually on the accomplishment of their duties and achievements.

4. With the active support of Session members, as necessary, supervise, train, and coach any pastoral interns/men under the care of presbytery, assistants, ministry area heads, and /or church contractor personnel.

5. Coordinate the various ministries of the church, collaborating with ministry heads, Session members, and the Deacons.

Professional and Character Qualifications

- The Biblical qualifications for this position are found in 1 Tim 3:1-7 and Titus 1:6-9 –

1 Tim 3:1-7 “1 *The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. 2 Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, 3 not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own household well, with all dignity keeping his children submissive, 5 for if someone does not know how to manage his own household, how will he care for God's church? 6 He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. 7 Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.*”

Titus 1:6-9 “6 if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. 7 For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, 8 but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. 9 He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.”

- A minimum of seven (7) years of experience as an associate or senior pastor or equivalent experience is required.
- This position requires ordination as a Teaching Elder in the Presbyterian Church in America (PCA). His beliefs must therefore be in accord with the doctrine and government of the PCA, with any exceptions documented in writing and deemed acceptable by both the LCPCA Session and Chesapeake Presbytery.
- A Master's level degree (*e.g.*, Master of Divinity – M.Div. or Master of Theology – M.Th.) from a Reformed seminary.
- The incumbent must be a strong student of the Scriptures. Strict adherence to the core reformed doctrinal statements of the WCF, its associated Larger and Shorter Catechisms, and Presbyterian polity is required. Any exceptions to these standards must be documented and deemed acceptable by the LCPCA Session and the Chesapeake Presbytery, prior to acceptance of the position.
- The incumbent should be a God-fearing man by his words and life who stands firmly in the Reformed tradition and preaches the whole counsel of God, having a strong sense of the holiness of God and the need to walk in obedience to His will, and belief in God's covenantal relationship with His people and their children.
- The incumbent must be spiritually and emotionally mature, have good leadership abilities, and be focused on pursuing the church's vision, goals for ministry, and strategic objectives; he must be able to guide and solicit active participation of church members and delegate responsibilities in order to fulfill these goals and objectives; he must be willing to share leadership within the church and be in submission to his brothers on the Session and within the Presbytery.
- The incumbent must be fiscally responsible and effectively able to responsively manage his time and resources to minister both to the church and his family; he must be able to effectively meet the financial needs and responsibilities of his own family. He must actively nurture the spiritual growth of his wife and covenant children. His family management and covenant headship in the home, must be of a caliber that is an honorable example of responsible, loving, biblical leadership for the congregation.

- The Senior Pastor must be a man of prayer, zealous for the salvation of unbelievers and supportive of outreach into the local community, church planting endeavors, and extending the Kingdom of Christ to the ends of the earth.
- The incumbent must be a friendly, kind, approachable, and sympathetic Shepherd of the Flock, willing to provide individual counsel, guidance and love to a flock which comes from diverse economic, social and church backgrounds.
- The position should also take advantage of scheduled time set aside for reading, study, and scholarly improvement.

Supervision

This position is based on a congregational calling, yet is accountable to the LCPCA Session in accordance with their oversight responsibilities. Moreover, the incumbent is a member of the Chesapeake Presbytery; thus, he is subject to their shepherding support, care, and oversight.