



### **Senior Pastor Job Description: Bethel OPC, Oostburg**

The following job description is a summary statement of the work of the Pastor at Bethel OPC of Oostburg, WI. The Pastor is under the direct supervision of the Session. Other duties may be assigned as necessary.

#### **PREACHING OF THE WORD + ADMINISTRATION OF THE SACRAMENTS**

- Preach the Word at the regular Lord's Day services and special services as required
- Administer the sacraments

#### **PASTORAL CARE**

- Lead in the development of congregational resources for visitation and Counseling
- Visit the sick and shut-ins as directed by the session
- Pre-marital counseling; conduct weddings; preside over funerals
- Participate in and lead family visitation program
- Provide Biblical counseling to members of the congregation

#### **ADMINISTRATION**

- Support and promote the session's vision and core values.
- Be the immediate supervisor of the church administrative assistant, youth workers, and other ministerial team members
- Participate in Session meetings and visit committee meetings as able.
- General oversight and responsibility of managing day to day church life
- Work with the presbytery of the Midwest in our common task.

#### **EVANGELISM & OUTREACH**

- Train, lead, and motivate congregational efforts in local evangelism and foreign missions
- Personally share the Gospel in sermons and individually in the community
- Promote the vision of worldwide evangelism -Matthew 28:18

#### **EDUCATION**

- Assist and encourage the education committee in the educational ministry of the church.
- Teach the new members class (or arrange other elders to do so)
- Train new elder and deacon candidates (or arrange other elders to do so)
- Teach periodic adult Sunday school courses

#### **COMMUNITY**

- Be visible and involved in the community.
- Actively support and attend community events and school (public/private/home) events in our area