

First Presbyterian Church, PCA

133 W Ballard Street

PO Box 116

Ellerbe, North Carolina

ellerbechurch.org

Pastor/Teaching Elder Job Description (11-2025) *

The pastor reports to the Session and has responsibilities in the following areas:

1. Spiritual Leadership

- **Preach, Pray, and Teach:** Prepare and deliver biblically- faithful, Christ -centered sermons- Lead the congregation in regular worship services and special occasions and provide biblical instruction to the congregation. Lead prayer at church events, functions, and special times as designated by the Session.
- **Lead Bible studies and theological discussions.**
- **Administer Sacraments:** Oversee the sacraments, such as the Lord's Supper and Baptism at times designated by the Session.
- **Lead Worship:** Oversee and participate in the elements of worship, including the reading of scripture, prayer, singing, and the presentation of offerings.
- **Evangelism:** Involves actively promoting faith through personal testimony and outreach.

2. Pastoral Care and Counseling

- **Visits:** Visit members in their homes, as well as in hospitals, nursing homes, and other facilities.

- **Counseling:** Provide spiritual counseling, prayers, and support to members facing various life issues.
- **Life events:** Officiate weddings and funerals, and lead support groups as needed.

3. Christian Education and Discipleship

- **Education:** Develop and oversee programs like Sunday school, VBS, and adult ministries to ensure biblical and theological development.
- **Discipleship:** Equip members to be disciples and leaders within the church and community.
- **Leadership development:** Raise up, equip, support, and encourage lay leaders.

4. Administrative and Other Duties

- **Meetings:** Moderate and lead Session, Deacon, staff, and congregational meetings.
- **Oversight:** Supervise staff and volunteers as needed.
- **Church vision:** Work with church leadership to implement the church's vision and goals. Lead and develop church programs such as Bible studies and adult educational classes.
- **Collaboration:** Work with other pastoral staff (Elders, guest speakers, revival ministers) to ensure effective and coordinated ministry.
- **Evaluations:** Complete annual evaluation and provide feedback to staff.

5. Denominational and Community Involvement

- **Participation:** in Presbytery meetings, General Assembly, and uphold PCA commitments
- **Representation:** the church within the local community and encourage outreach.

6. Qualifications

- Is ordained in the Presbyterian Church in America
- Exhibits strong understanding of Reformed Theology and PCA beliefs
- Meets the Biblical qualifications for elder (1 Timothy 3:1-7; Titus 1:5-9)
- Holds a Masters of Divinity degree from a Reformed seminary (preferred)
- Possesses strong preaching, teaching, pastoral care, and communication skills.
- Is commitment to the Westminster Standards and PCA Book of Church Order

***Job description with be reviewed annually**