

JOB DESCRIPTION—NPCC pastor

Job Description

Position Title:	Senior Pastor
Immediate Supervisor:	Church Council
Status:	Full Time
Date:	Immediately

Job Summary

The pastor works in harmony with the Church Council to set the purpose, values and strategy of North Park Community Church and to align key leadership teams with its mission. The pastor will work to empower staff, elders, leaders and volunteers to carry out this mission as a team. The pastor is responsible for the direction and cohesiveness of all pastoral staff. The pastor is to be the main teaching elder and shepherd of the flock under Christ. The pastor is a member of the Elders and the Church Council. He is an *ex-officio* member of all Ministry Teams and is a counselor to the Nominating Committee. The pastor works in collaboration with the Staff, Elders and Ministry Teams to ensure North Park is flourishing and fulfilling its mission.

Job Duties

1. **Preaching.** The pastor will oversee the teaching and preaching ministries of North Park. The pastor ensures that members of the teaching team are preaching in a consistent and Biblical manner.
2. **Mentorship.** The pastor will mentor the other pastoral staff in pastoral duties, including, but not limited to, shepherding of congregants, leadership skills, personal discipleship, and preaching/teaching duties.
3. **Leadership.** The pastor will work with the church council and ministry teams to ensure North Park is flourishing and fulfilling its mission. The pastor will attend monthly council meetings and provide advice and encouragement in reaching church goals. The pastor will meet regularly with lay ministers to advise and equip them in their area of ministry, ensure accountability, share vision and concerns, and assist in planning. The pastor will help develop new leaders in the church.
4. **Connection.** The pastor will lead elders and staff in the shepherding of congregants, ensuring that each pastor and elder has a servant's heart and is involved in personally shepherding congregants. Shepherding includes, but is not limited to, regular contact outside of Sunday mornings to encourage the spiritual growth of each congregant and in the use of his or her spiritual gifts. The pastor will seek ways to stimulate community and create opportunities for fellowship among the congregation. The pastor will keep regular "drop-in" office hours, provide pastoral counseling as needed, and be available for weddings and funerals as needs arise. The pastor will ensure that visitors are contacted personally in the week following their visit. The pastor will lead the elders and staff in the ministry to the sick and shut-in of North Park.
5. **Community.** The pastor will be involved in the Harlow Neighborhood as the "face" of North Park, seeking to make greater connection between our church and the community. The pastor will make every effort to get to know our immediate neighbors and participate in neighborhood programs such as the Harlow Neighbors Association.

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Expectations

- **Spiritual maturity:** The pastor is expected to model a deepening relationship with Christ through prayerful dependence, studying scripture, having a missionary mind-set, intentionally creating relationships and living the fruit of the Spirit.
- **Financial stability:** The pastor is expected to lead the church through conservative budgeting, practicing sound stewardship.
- **Excellence, not perfection:** The pastor will do his best in all ministries, producing efficient and effective ministries for North Park and community, and will encourage the church to do the same.
- **Enthusiasm:** The pastor is expected to create an atmosphere of enthusiasm for Christ and His church thereby attracting newcomers in a contagious, effective way.
- **Availability:** The pastor will be available at designated times in the church office. During these times, the pastor will be available for, but not limited to, drop-in or scheduled counseling, sharing of prayer concerns, advising ministry team chairs, and assisting with congregant needs as they arise.
- **Prayer.** The pastor will pray for the congregation.
- **Licensing.** The pastor will become licensed through the USMB.

Qualifications/Requirements

- **Education:** Master's degree preferred.
- **Experience:**
 - Developed, specialized skills for empowering leaders and equipping members
 - Proven ability to effectively teach and lead teams
- **Competencies:**
 - Service Orientation – Able to find ways to help people inside and outside of the church
 - Instructing – Able to teach others how to discover and use their spiritual gifts, passions and talents
 - Speaking/preaching – Able to talk with others and convey information effectively
 - Leadership – Able to lead others through complex issues
 - Problem solving – Able to hear all sides of an issue and come to a collaborative conclusion
 - Planning/organizing – Able to schedule and plan future events
 - Job motivation/initiative – Self-motivated; able to work alone
 - Time management – Able to assess priorities
- **Character**
 - A man of prayer who fulfills the requirements of Scripture (these requirements are found in part in I Timothy 3:1-7, Ephesians 4:11-16, I Peter 5:1-4, Hebrews 13:17, Jude 3, and Titus 1:6-9)
 - Continually seeking to put God first in his life
 - Seeks to emulate Jesus Christ; a man who regularly reads, meditates on, and studies the Word of God
- **Membership**
 - Willing to commit to membership at North Park Community Church
 - In complete agreement with North Park's constitution, and willing to abide by the USMB Statement of Faith
 - Seeks to be exemplary in all aspects of generosity, both in and beyond the church

Salary

Dependent on experience.

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Working Conditions

The pastor position requires flexibility in hours available for work, including evenings and weekends. The position is a salaried position.

All employees are expected to uphold the values of North Park Community Church, demonstrating a desire and a commitment to sharing the love of Christ with all people regardless of their background. Every act should be seen as a way to witness to the love of Christ.

Must be able to effectively communicate both orally and in writing. While performing the duties of this job, the pastor is regularly required to sit, talk, hear, walk, bend, kneel, and lift. The pastor is required to be able to lift and carry items that can weigh 25 pounds or more for short distances. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks, including the physical demands.

Signature

Date