

Mill Creek Evangelical Presbyterian Church of Hookstown

Pastor – Job Description

(Created May 2021)

Serving as the Pastor of a congregation requires a candidate with godly character, integrity, and wisdom. In the EPC, the Pastor is a Teaching Elder, and therefore should meet the biblical requirements for an elder found in 1 Timothy 3 and Titus 1. The Pastor is primarily responsible for gospel ministry which comprises preaching and teaching sound doctrine, nurturing souls, and overseeing the flock. The Pastor is also the functional head of the organization (in tandem with the Session), so he should be an able administrator, manager, and leader. It is understood that serving as a Pastor requires flexibility and adaptability to changing circumstances, so the following Job Responsibilities are to be seen in that light.

Job Responsibilities

Preacher/Teacher

- Preach biblical sermons during weekly worship services and special services (Christmas Eve, Good Friday, etc.).
- Spend time preparing sermons through study and prayer during the week.
- Balance the sermon texts/series over time to include the full scope of Scripture (i.e. use OT, NT, prophets, Gospels, letters, etc.).
- Participate or be involved in Sunday School, Bible studies, Kids Bible Club, Vacation Bible School, etc.
- Be open to feedback from Session and congregation concerning subject matter, method, and presentation of preaching and teaching.

Learner

- Spend time reading the Bible and praying each day.
- Use regular work time and study leave to further develop pastoral skills.
- Read theological books, commentaries, relevant articles, and other items for growth.
- Attend presbytery and General Assembly to build relationships with fellow pastors and to learn best practices.
- Be open to feedback from Session and the congregation.

Leader

- Lead the congregation in worship through planning the service and participating in liturgical elements additional to the sermon.
- Moderate Session meetings and congregational meetings.
- Set a godly example for the congregation and elders through actions, service, attitude, words, and character.
- Prayerfully discern the needs of the congregation and community to help where needed.
- Guide Session and committees towards a common vision and focus for the church.

- Equip Ruling Elders, Deacons, and lay people to serve the church where they are gifted.
- Work with Session to train the newly elected Ruling Elders and Deacons for office.

Pastor

- Know the members of the congregation and other people who visit regularly.
- Be present in the office during the week for congregation members who might want/need to stop in and talk.
- Regularly pray for the general and specific needs of the congregation.
- Offer pre-marital counseling to approved couples and officiate their marriages.
- Comfort the grieving and officiate the funeral services of members and others who are close to the life of the church.
- Meet with members when they need counseling for various reasons and refer people to professional counselors when needed.
- Correct, rebuke, and discipline members with the help of Session when needed.
- Work with the Ruling Elders and Deacons to ensure the care of the elderly, lonely, and shut-in members of the congregation.

Manager/Administrator

- Oversee the staff of the church with the help of relevant committees (i.e. Property Committee with the Custodian).
- Attend committee meetings when necessary so that they may be empowered for ministry.
- Maintain a collaborative spirit among staff, Session, committees, and lay volunteers.
- Work with the Personnel Committee to review the performance of employees, hire/fire employees, and adjust staffing structure when needed.
- With the help of Session, oversee the membership rolls of the church, especially any class for new members.
- Help shape the communications of the church through the website, newsletter, bulletin, and other publications.