



## **Lead Pastor Job Description**

Reports to: Session

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### **Purpose of the Position:**

*"It was He who gave some to be apostles, some to be prophets, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:11-13*

The purpose of this position is to lead the Session and congregation in the shepherding of God's people. The Lead Pastor will lead Downtown Church toward knowing Christ as he is revealed in the scriptures and loving Christ as the Holy Spirit reveals him to us in the Gospel. He is responsible for communicating the vision and mission of the church to the congregation and leading them into lives of serving the community, reaching our lost neighbors, and showing a deep concern for the economically poor. We desire to show forth Christ as we relate biblically to Him, to the Body of Christ, and to the world.

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### **Regular Duties and Responsibilities**

#### ***Preaching and Teaching***

- Minister God's Word to the Congregation of Downtown Church by reading, expounding, and preaching the Word at Worship Services and other services as appropriate.
- Implement a team teaching approach in order that the church body might benefit from the teaching of the multiple gifted preachers in our congregation and to avoid allowing a cult of personality that would create a dependence upon one preacher.

#### ***Worship***

- In collaboration with the Worship Director and other staff, provide leadership, planning and execution of weekly Worship Services.

#### ***Mission and Vision***

- In partnership with the Session, staff, and congregation, refine and communicate the mission and vision of Downtown Church.
- Serve as an example of living out the church's mission and vision in both public and personal spheres.
- Empower and support staff members and congregants to lead and participate in ministries of the church in the service of our mission.

#### ***Staff Leadership and Oversight***

- Lead, mobilize, and develop the church's ministry staff as individuals and as a group.
- Conduct weekly staff meetings and periodic retreats and supervise all full-time and part-time staff members.
- Help staff members develop ministry goals and plans. Provide support and accountability for reaching goals and implementing plans.
- Conduct performance reviews and ensure staff compliance with church policies and procedures.

#### ***Session Leadership and Training***

- Lead the Session by casting biblical vision for ministry, overseeing meeting agendas, moderating meetings, coordinating proper training of the elders, and ensuring proper execution of Session decisions.
- Conduct annual training for prospective Elders and Deacons covering doctrine, personal holiness, and appropriate ministry skills.
- Provide regular (approximately weekly) updates to the Session communicating key information that the Session needs to be aware of, including information about congregant spiritual needs, staff issues, church programs, and any important issues that have arisen since the last session meeting.

***Shepherding & Pastoral Counseling***

- Ensure that members of the congregation in need of counseling receive godly pastoral counsel from the Lead Pastor, an Associate Pastor, staff member, or qualified lay leader as appropriate. Provide referrals to Christian counselors as appropriate.

***Partnerships & Relationships***

- Develop and maintain positive relationships with partners and stakeholders, including current and potential donors and partner organizations.
- Lead and mobilize efforts to secure a long-term or permanent worship location. (Downtown Church currently meets at Streets Ministries, and does not have an immediate need to move to another location.)

**Occasional Responsibilities**

- Conduct weddings and funerals as appropriate.
- Attend meetings of Central South Presbytery, participating in Presbytery business as appropriate.
- Ensure that Downtown Church has proper representation at meetings of the EPC General Assembly.
- Attend and support other Downtown Church-related events and functions as appropriate.

**Evaluation**

- The Lead Pastor will be evaluated by the Session annually. The Lead Pastor will also establish a self-evaluation process, including the creation of objectives and key results that measure success in the role. Current staff members will also participate in the Lead Pastor evaluation process.

**Personal Requirements for Position**

- A personal relationship with Jesus Christ, a strong grasp of the Gospel and its implications for you as an individual, and clear evidence of the fruit of the Spirit
- A public and private life that is above reproach with a demonstrated commitment to genuine repentance, personal holiness, spiritual formation, a life of prayer, and deep dependence on the Holy Spirit
- Humility, vulnerability, a willingness to learn from and be led by others, and a commitment to servant leadership
- Hospitable and welcoming to people of all ages and from all walks of life
- An understanding of and commitment to Downtown Church and the Evangelical Presbyterian Church
- A call to this ministry that is evidenced by experience, vision, passion, and a personal commitment to the unique mission and vision of Downtown Church. Preferred: 10+ years of multiethnic ministry experience
- Experience in church leadership and organization, including goal-setting, clear communication of goals, and effective leadership resulting in accomplishing stated goals.. Preferred: 5+ years of staff and sessional leadership
- A commitment to the reformed faith as expressed in the Westminster Confession and Catechisms and to the seven essentials of the EPC
- Ordained Teaching Elder in the EPC or eligible and willing to be ordained
- The spiritual maturity evidenced in, but not limited to, the following areas: prayer, the Word, confidentiality, edifying speech, discernment, and discretion
- The ability to work collaboratively and effectively with ministry leaders and staff at DC

*To apply or recommend a candidate, please contact:*

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