

Hope Community Church Senior Pastor Job Description & Responsibilities

Job Summary: Lead and shepherd the congregation of the Hope Community Church to be active followers of Jesus equipped to take His love and message to the world.

Essential Duties + Responsibilities:

Preaching and Worship

- + Be primary leader of Sunday Worship.
- + Work with Worship team on Sunday services and other special services.
- + Administer the sacraments.
- + Provide services for baptisms, dedications, weddings, funerals, and other special events.

Personal and Pastoral Ministry

- + Model Christian character in relationships.
- + Perform pastoral counseling and make referrals when necessary.
- + Make efforts to connect with people and build relationships.
- + Be attentive to the needs and concerns of people in the congregation.
- + Maintain a healthy personal spiritual life, including prayer, study, training, and integrity.

Evangelism, Outreach, and Discipleship

- + Reach out to and equip others to nourish relationships with non-churched members of the community.
- + Lead the Church in being visible and strategically involved in the community.
- + Be aware of visitors attending our worship services and making contact when appropriate.
- + Lead effective new membership orientation classes.

Leadership + Administration:

Internal:

- + Provide general oversight and direction of Office Administrator, Director of Children's Ministry, Worship Director, Director of Youth Ministry, as well as other defined roles as necessary.
- + Work with the Consistory and Administration team to develop our vision and strategy for the Church and its ministries.
- + Train and challenge the Consistory in their tasks as spiritual and organizational leaders.
- + Take primary responsibility for communicating Hope's vision and mission to the church.
- + Communicate in a clear and timely manner to the church.
- + Prepare the agenda for Consistory and Congregational meetings with input from consistory.
- + Confirm proper maintenance of church records and accounting.
- + Coordinate and use the spiritual gifts of the congregation.
- + Appropriately delegate tasks.
- + Perform job performance reviews in conjunction with Administration Team and Consistory.
- + Chair Consistory and other appropriate meetings and maintain accountability for actions to be implemented.
- + Coach, develop and support ministry team leaders.
- + Mentor individuals and seek to develop new leaders.

External:

- + Assume reasonable classis and denominational responsibilities.
- + Participate in Pastoral network.
- + Strive to maintain good relationships with other area pastors, churches and Christian organizations and work collaboratively with them.
- + Strive to maintain good relationships within the local community.

Other Responsibilities

- + Demonstrate a servant-leadership spirit by willingness to assist where needed.
- + Always work with a goal of safety in the mind for oneself, those on church property and at church-related events, and the general public.

Skills + Abilities:

- + Ability to speak to both large and small groups, and in one-on-one settings.
- + Ability to organize and express thoughts through verbal and written communications.
- + Ability to work with a diverse group of individuals in a variety of settings.
- + Ability to maintain confidentiality and handle delicate situations in a respectful and discrete manner.

To Apply:

Please submit resume + cover letter to apply@hopechurchlincoln.org.

I understand these responsibilities and expectations and have had an opportunity to address any questions or concerns. I am able to perform these essential duties and responsibilities. I understand this list of duties and responsibilities is established in order to develop my contract, not to replace or supersede it. If I have any future questions, or conflicts, I will address them with the Consistory.

Signature

Date