

Sherry Memorial Christian Church

Position Description - Pastor

Revision Date: March 1, 2017

Summary: The Pastor of Sherry Memorial Christian Church (Disciples of Christ ministry) in Newport, Virginia serves the congregation and community by providing visionary, creative and strategic leadership in spiritual services and programs of the church to include divinely inspired Sunday services; Sunday school advisor; Bible study and devotionals; visitation and counseling ministries; men's, women's, and youth ministries; officiating baby dedications and Baptisms; revival, wedding and funeral services; church events (ie. dinner and movie nights, ice cream socials, etc.); and community events and services.

Status: Full-time (up to 25 hours), Bi-Vocational minister serving the single church of a 25 to 50 person congregation recommended by the Pulpit Committee and reporting to the Chair and Vice-Chair of the General Board. Ex Officio member of the General Board.

Qualifications: Bachelor's Degree in Theology or equivalent certifications, training, and/or experience. Certification to denominational (DOC) credentials or ability and commitment to obtain Disciples of Christ credentials upon initial hire. Previous experience in community participation and organization. Comprehensive knowledge of the Holy Bible and guiding principles, historical and current events, and issues facing the community-at-large to provide holistic discipleship. Demonstrated knowledge of research and theological studies to communicate and lead the congregation in fruitful thought, discussion, and learning. Excellent problem-solving skills, time management and organizational skills to balance priorities and competing demands. Excellent verbal, written, and electronic communication skills with the ability to communicate effectively both interpersonally, in the pulpit, and in public settings. Ability to maintain strict confidentiality and constructively handle stress and pressure. Ability to work as a member of a team and encourage a team-centered organization. Driver's license and conviction check with satisfactory results required.

Expectations

- True and spiritual believer with a strong commitment to Jesus Christ. Maintaining the highest priority to our Father and with His Son Jesus Christ, a spiritual daily covenant of prayer in keeping with the Word as presented in Luke 6:12, Matthew 14:23, and Mark 1:35. Maintain personal spiritual growth by attending continuing education seminars and experiences, professional group memberships, etc.
- A personal involvement in a soul winning model with a passion for our congregation and vested interest in our community, not because of being paid for a job, but out of love for God and his creation, and faithfulness in Jesus Christ.
- Demonstrate an intentional plan for congregational and community spiritual growth. Defend the Bible as being without error or with modern interpretations.
- Commitment to the term 'marriage' is defined as a union of one man and one woman (Genesis 2:22-24, Proverbs 31:10, Ephesians 5:33, Matthew 19:4-6, Mark 10:6-9, 1 Corinthians 7:1-16). Do not allow any reception or ceremony regarding same sex marriage or sexual immorality be in association with church activities or on the grounds or in the church structure.
- Maintain sensitivity to groups with special needs, e.g. elderly, disabled, single parents and troubled teens.
- Coordinate the Sunday worship services with the Program Committee (Director of Music, Sunday School Coordinator, Communications Manager, and Program Manager) for appropriate coordination of music, advertisements, and educational resources.

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- The role of Pastor is not expected to take an active part of managing the church, financial considerations such as collections and fundraising, or maintaining church facilities, or administering corrective or disciplinary actions.
- Participate in worship services of the church except while on authorized leave. The Pastor shall not ordinarily take time off for Easter and Advent seasons. The term of employment and resignation are defined in the by-laws.

Pastoral Services

1. Provide leadership and serve as Pastor to the congregation. Plan, research, prepare, and conduct sermons in a knowledgeable, interesting, creative and motivating manner to ensure an appropriate worship experience - one Sunday morning service each week relaying the welcome, invocation and key scripture(s), Children's Church, sermon, etc., according to the prescribed order of business as approved by the general board, referencing God's Word, and with power and authority (Luke 2:46-50). Serve as a shepherd to the flock (Ephesians 4:11-13, Acts 20:28) and leading and teaching with the epistles of 1 and 2 Timothy and Titus as a foundation.
2. Nurture youth involvement and assimilation in the church including Children's Church, Sunday School (consultation availability, not serve as leader to a class), youth promotions and events (ie. VBS, weekend events), and actively researching trends and teens concerns.
3. Maintain a regular and systematic program of member and prospective guest visitation both by the pastor and through people who care and have skills to visit in homes.
4. Provide contact (and alternative/emergency) information and maintain a schedule of available time for Bible study and devotionals, baby dedications and youth events, Baptisms and rivals, to officiate weddings (upon external contract) and funerals, and schedule appointments, meetings, visitations, pre-marital and marital counseling, counseling services (short-term), etc., with on-call ability to respond to crisis situations understanding reasonable limitations to protect pastors and their family from commitments to their Sabbath and inordinate intrusions into their private lives.
5. Develop a plan, in consultation with local church leadership, for reclaiming inactive members.
6. Provide service to the community with members of the congregation through visitation and chaplain services to nursing homes, hospitals, Police/Sheriff's departments, jails, civic organizations, and community partners such as Micah's backpacks, Meals on Wheels, etc.

Outreach and Church Growth

1. Provide leadership toward church growth. Develop a plan, in consultation with church leadership, for reclaiming inactive members, and seeking and inviting others with appropriate follow-up.
2. Involve members in spiritual gifts identification, equipping, training, organizing, and discipling, including an on-going program teaching the Bible as the word of God. Provide knowledge and strategies for discipleship and volunteerism. Provide techniques for inspiration, compassion, and love so the members develop as shepherds in faithfulness (Matthew 9:6 and Mark 10:45).
3. Coordinate promotional materials with the general board and leadership committee members to provide inspiring communications to members, visitors, and to distribute among the community (ie. Savior cards, brochures, fliers, etc.).
4. Serve as ambassador of the church to the community. Provide some form of "sowing/reaping/discipling" cycle, which gives people the opportunity to accept Christ, understand the Holy Bible and guiding principles, develop disciples through the power of the Spirit, actively give service in His name, deliver the gospel of the kingdom of God and the testament of Jesus Christ, and provide discipleship to members and the community.

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Administration

1. In cooperation with the chair of the general board, encourage orderly procedure in the life and work of the church in the effective use of the constitution and bylaws.
2. Serve as ex officio member with vote of all church committees.
3. Provide leadership of any paid and volunteer staff. Management of conflict issues are referred to elders and disciplinary issues are conveyed to the General Board for action.
4. Maintain pre-approved pastor's budget, checking account, debit card, and expenditures with discretion. Submit a copy of the pastor's expenditure log and all receipts to the treasurer monthly with any requests for additional funds. Any requests for large purchases or purchases not included in the budget must be presented to the general board for consideration and approval.
5. Assist with a list of names and contact information of local Pastors who can serve in absentia.
6. Coordinate with the Board and assist in establishing short term and long-range objectives.

Professional Ethics

1. No payroll advances or borrowing money from the church and/or members. Pastor shall not accept large gratuities (over \$200) in exchange for quid pro quo or preferential treatment.
2. Agree and comply to the Code of Ethics Standards. (1 Peter 5:2-3, 1 Corinthians 4:2, Corinthians 6:3, Philippians 1:27, Titus 2:7-8).
3. Be honest and fair in all relationships. Maintain confidentiality and trust from the members, visitors, and community.
4. Be loyal with Biblical principles, and in harmony in word and action, to colleagues, congregation, and church leadership at all levels. If problems arise, follow the Biblical and church-established conflict resolution procedures.

Performance Management and Compensation

The job description and performance evaluation of the Pastor shall be reviewed annually seeking input from the congregation, pulpit committee, a discussion among the General Board members, and any revisions and performance evaluation results communicated confidentially by the Chair and Vice Chair of the General Board. Compensation and leave are described as negotiated in a Letter of Call. The performance reviews may result in alterations to the Letter of Call as recommended by the General Board.