

## **HARBOR COVENANT CHURCH SENIOR PASTOR JOB DESCRIPTION**

### **I. BASIC FUNCTION**

The Senior Pastor shall be devoted to the service of the church, preaching and teaching the Word of God, administering the sacraments, and faithfully performing pastoral work. The Senior Pastor is the leader to whom the congregation, the pastoral team, the administrative staff, and the Church Council look to for leadership, guidance, and accountability.

### **II. QUALIFICATIONS**

- A. Possesses faith: The pastor must possess a vital, visibly vibrant faith in Jesus Christ as Lord and Savior and his life must demonstrate God's unequivocal call to Christian pastoral ministry. This individual is expected to meet the New Testament requirements for pastoral office as outlined in passages such as 1 Timothy 3:2-7, Titus 1:5-9 and 1 Peter 5:1-4.
- B. Possesses an extensive and rigorous foundation in the Word of God: The pastor must revere the Old and New Testaments as God-breathed Holy Scripture, thus recognizing the Word of God as the only perfect rule for faith, doctrine, and conduct. The pastor will have a demonstrated record of pastoral experience as well as devotion to the scholarship of God's Scripture, including accredited standing as a Master of Divinity. The pastor's daily professional life will give clear testimony to an ongoing hunger to understand more fully the riches of God's Word. It is expected that the pastor will be able, with God's grace, to skillfully expound Scripture with rigor, clarity, humility, and the moral courage to admonish. HCC ardently desires its pastor to model and teach the judicious and authentic application of Scripture to the needs and mission of everyday life.
- C. Demonstrates an exemplary Christian life: The pastor is expected to aspire to grow in the grace and knowledge of the Lord, attempting daily to model Christ-like character. It is not expected that the pastor, as if somehow preserved from the general fallen condition of Man, be beyond all error in conduct or decision. Nevertheless, it is absolutely essential that the pastor's life be marked by a high degree of Christian maturity spiritually and emotionally and that the pastor's daily life be consistent with our Lord's teachings and exhortations as revealed in Scripture.
- D. Possesses a heart for evangelism: The pastor must have a passion and desire to reach the lost for Christ by teaching, preaching, and modeling the command Jesus gave His apostles and the church to fulfill and continue the great commission (Matthew 28:18-20).
- E. Possesses the heart of a shepherd: As a shepherd for the congregation, the pastor must be able to feed, guide, lead and oversee the congregation. In this, the pastor must be approachable and available to meet the needs of the people either directly or through the pastoral staff and resources available within the body and community (1 Peter 5:1-4). A successful pastor at HCC must embody and demonstrate a spirit that is tenderly tuned toward those who face sickness, hurts, hardships and have a need for healing.

- F. Demonstrates the ability to build effective relationships with people: The pastor demonstrates wisdom in building a strong Christian family in order to model and help people develop effective relationships. The pastor has the communication and interpersonal skills necessary to express genuine love for and sympathetic understanding of all people..
- G. Exemplifies faithfulness, dependability, discretion and integrity: The pastor must be faithful to responsibilities, dependable in accomplishing expected duties, and demonstrate discretion and integrity in all activities.

### III. WORKING RELATIONSHIPS

- A. Pastoral and Office Staff: The senior pastor is both an executive leader and a spiritual shepherd, and is vested with a high degree of authority. The senior pastor is responsible for directing the operations of the church and pastoral staff, and for assigning responsibilities among staff members. In the exercise of his leadership, the senior pastor is granted wide latitude in methodology and approach. Nevertheless, specific accountability lines are not thereby blurred, nor is responsibility avoided: the senior pastor either directly executes tasks, or directly tasks their execution. This authority is granted in order that the senior pastor will be the locus of final accountability for the operations of the church. It is desired that the senior pastor solicit insight from the minds and hearts of the church staff, and endeavor to craft a team environment and to foster a climate of openness and mutual respect. Towards that end, the senior pastor is given broad discretion in which initiative and responsibility are encouraged and developed among staff members. The senior pastor is expected to set aside regular meeting times with the pastoral staff. These times will necessarily have devotional content as their frequent and common foundation, and thus will build upon the Spirit's guidance to allow discernment of purpose and direction. Openness to freedom of expression and the desire to work together as a team should characterize and be the operating premise in the decision making process, with coordination and communication of activities within the life of the body being the critical focus of these meetings. The senior pastor, with the guidance of the Elder Board, is responsible for pastoral staff unity and cooperation.
- B. Denomination: Although prior professional standing within the Evangelical Covenant Church is not an absolute requirement at the time of initial hiring, the pastor of HCC must at the time of his employment: i) possess active ordination standing within a recognized Protestant denomination and ii) commit to achieve ordination within the ECC in accord with denominational timelines. The pastor will be knowledgeable of the heritage of the Evangelical Covenant Church, and support the policies, goals and ministries of the denomination and the North Pacific Conference.
- C. Commissions and Committees: The senior pastor is an *ex officio* member of the Board of Elders, serving as its chair. He is also an *ex officio* member of the Church Council and of any other commissions or committees. While he is expected to be a consistent participant in Church Council meetings, attendance at the various commission and committee meetings is entirely optional. Committees are expected to keep minutes of their meetings and include the pastor in their mailings of the minutes.

#### IV. SPECIFIC RESPONSIBILITIES OF THE POSITION

A. The Primary Duties of the senior pastor position are as follows:

1. To foster a congregational culture that understands discipleship under Jesus to be an integrated form of “Christian apprenticeship”, wherein every member of the body is both learning *of* Christ and in turn doing *for* Christ, each member existing simultaneously in the role of both pupil and mentor. In particular, the senior pastor is expected to nurture an environment within HCC where all – staff and lay persons alike – are encouraged to identify their spiritual gifts, and are then effectively equipped and challenged to employ those gifts for Kingdom ministry. By such means, it is desired that the body at HCC will be edified and the Kingdom advanced.
2. To lead HCC to be a more effective witness for Christ in the local community through an intentional and fervent focus on evangelism and discipleship. This includes but is not limited to training and equipping the body and being actively engaged in leading outreach.
3. To preach and teach the Word of God in an articulate and faithful manner, and to be responsible for directing the overall preaching and teaching ministry of the church. HCC has rich preaching resources among its current pastoral staff, and weekly preaching responsibilities may be shared at the discretion of the senior pastor. By such provision, the senior pastor will be able to invest effort throughout the ministries of HCC, as he feels led.
4. To lead and participate in pastoral visitation. Direct, personal extension of the pastoral ministry into the daily lives of the hurting and wounded among our congregation is recognized as a need within HCC. It is obviously implausible that a pastor will be able to meet such a burden individually, but the senior pastor is nevertheless expected to organize the time and resources of the congregation and the staff in such manner that this important aspect of pastoral ministry will not be neglected.
5. To provide vision, direction and accountability to the staff to achieve ministry objectives in alignment with the Strategic Initiatives of Harbor Covenant Church (HCC). The senior pastor is expected, in consultation with the church chair and elders, to implement a system of staff accountability. This system of accountability would include, but not be limited to, establishing an annual goal setting process, conducting periodic progress reviews and implementing a structured performance review for each staff member.
6. To develop and mentor the pastoral staff, helping each member to build on their individual God-endowed strengths and gifts, and strengthening each in their walk with the Lord.
7. To integrate worship with spiritual formation, so that the worship experience would be an opportunity for the Spirit to form the hearts of the believers.

Towards that end, collaboration would be expected to result in: i) prayer becoming an integral part of the worship experience, ii) spiritual disciplines and spiritual formation themes being emphasized and integrated into the life of the church, and iii) a culture being established which encourages small group formation, discipleship, and rich Scripture-centered education.

B. Secondary Duties

1. To reside in the Gig Harbor area and establish effective network relationships with the greater Christian community in the Gig Harbor area, such that HCC might have opportunities to be aware of and participate with the ministry efforts of the extended local Church.
2. To be an active participant in the local Ministers Association.
3. To be an active participant in the North Pacific Conference Ministerial Association and the Covenant Ministerium.

**V. ACCOUNTABILITIES OF THE POSITION**

The senior pastor is ultimately accountable to the congregation. Annually, the Pastoral Relations Committee will provide the senior pastor with feedback on pastoral performance, measured against the provisions of the job description. The senior pastor will be responsible for directing the operations of the church office and staff, including other members of the pastoral staff, and will be responsible for reporting on their performance to the Church Council or the Pastoral Relations Committee.