



### **Job Description: Lead Pastor**

Glen Lake Community Reformed Church

Glen Arbor, Michigan

*(Released July 2022)*

The Lead Pastor (LP) at Glen Lake Community Reformed Church (GLCRC) provides high-level, exemplary servant leadership to GLCRC. The LP is called by God through the Consistory in accordance with the Reformed Church in America's Book of Church Order Part 1, Article 1, Section 4.a:

***A minister serving a congregation is a pastor and teacher of the congregation to build up and equip the whole church for its ministry in the world. The minister preaches and teaches the Word of God, administers the sacraments under the authority of the consistory, shares responsibility with the elders and deacons and members of the congregation for their mutual Christian growth, exercises Christian love and discipline in conjunction with the elders, and endeavors that everything in the church be done in a proper and orderly way. As pastor and teacher the minister so serves and lives among the congregation that together they become wholly devoted to the Lord Jesus Christ in the service of the church for the world.***

This document outlines the principle responsibilities and duties of the LP. It does not, nor is it intended to, list every task that the LP may be required to regularly or periodically perform. Consistory reserves the right to supersede this job description with written or verbal modifications, which from time to time may be necessary to help GLCRC fulfill her mission. The LP will work in accordance with the policies, practices, and procedures as specified in the GLCRC Employee Handbook.

As the pastoral leader at GLCRC, the LP must see the position as a call to shepherd the flock and not simply be a hired hand (John 10:7-13). As a leadership team and as individuals, we must realize that every moment is a chance for us *"To know Christ and make Christ known."*

#### **THE WIN (what we want to celebrate):**

The LP will foster an environment in which members and attenders are equipped and empowered to *grow* as disciples, and to *make* disciples in their home, church, community, and beyond. The LP will demonstrate and challenge the congregation to grow in love for God and people. Finally, The LP will work to instill deeper trust in Christ as the head of the church, with the belief that growth – qualitatively through deeper discipleship, and quantitatively through wider outreach – will come by seeking and joining God where God is at work.

## **THE LEAD PASTOR WILL:**

- Lead and collaborate with the GLCRC staff and consistory to cast vision and pursue mission.
- Serve as president, and primary leader, of the GLCRC consistory.
- Represent Christ through growing relationships – in the church and throughout the community.
- Faithfully teach and preach the Word of God and administer the Sacraments.
- Empower other ministry staff, consistory, and lay leaders, pursuant to our shared mission, and in alignment with an unfolding/emerging vision.
- Serve as a shepherd to God’s flock (in partnership with the consistory and other key leaders).
- Be a champion for a strong culture of insightful, relevant communication at GLCRC.
- Promote and help guide intergenerational worship at GLCRC in accordance with the “as demonstrated by” statements included with our “Intergenerational Church” core value.

NOTE 1: The leadership at GLCRC is open to the possibility of a co-pastor model, with leadership and key responsibilities spread between two people, and likely encapsulating Administration, Children and Youth, Discipleship, and (possibly) Worship.

NOTE 2: While no individual will excel in all of the aspects listed in this job description, the LP will demonstrate (or develop) *acceptable* competency in each, and *excellence* in several. Moreover, the LP will be either ordained or commissioned, with at least 5 years of ministry experience preferred (but not required per se).

## **LINES OF RESPONSIBILITY:**

- The LP is accountable to the Classis of Northern Michigan of the Reformed Church in America.
- The LP is evaluated annually by the Personnel Team of the GLCRC Consistory.
- The LP works to empower and assist the various ministry teams at GLCRC.
- The LP will adhere to the bylaws and governing documents of GLCRC.

## **PERSONAL RESPONSIBILITY:**

As a servant of Jesus Christ – and as a servant leader in the Church of Jesus Christ - the LP will:

- Bring honor and glory to the Father, follow intimately after Jesus Christ as Lord and Savior, and demonstrate the fruits of the Holy Spirit.
- Cherish, encourage, love, nurture, and serve his/her spouse and children (if applicable).
- Engage the larger Glen Lake community to network with other leaders and build relationships.
- Engage in ongoing training and personal development.
- At the LP’s option, enter into an accountability-focused relationship(s) to ensure adherence to personal growth needs, and counseling/encouragement while at GLCRC.

## **SPECIFIC RESPONSIBILITIES:**

1. As a minister of the Gospel of Jesus Christ, the LP will:
  - Preach sermons that are biblical, engaging, relevant, and applicable.
  - In partnership with the Director of Worship, plan out Sunday morning worship services, ensuring that each service is inspiring, reverent, and relevant.
  - Ensure the use and administration of the Sacraments in ways that deepen discipleship.
  - Provide strong teaching on apologetics, baptism, and membership.
  - Prioritize studying God’s Word and praying for the congregation.
  - Provide a variety of opportunities for people to grow in discipleship.

2. As a visionary leader of the congregation, the LP will:
  - Consistently demonstrate servant leadership.
  - Be a lead spokesperson for the GLCRC mission, vision, strategy and core values.
  - Train and equip the church staff and consistory, and some ministry teams.
  - Work with leaders to discern and develop a “directional” long-range vision for the church.
  - Conduct annual performance evaluations for staff and key leadership positions.
  - Cultivate a missional and discipleship driven culture within the body of GLCRC.
  
3. As a Shepherd of God’s flock at GLCRC, the LP will:
  - Collaborate with the staff and lay leaders to ensure that pastoral care is provided for GLCRC members and attenders, and various others in the community.
  - Conduct weddings (according to the wedding handbook) and funerals upon request, and as agreed upon.
  - Encourage GLCRC prayer ministry, and help foster a prayer movement at GLCRC.
  - Equip, empower, and join with the congregation to serve and reach the wider community.
  - Engage in fellowship opportunities with the congregation.

**OTHER DUTIES:**

- Administrative tasks (phone calls, e-mails, agendas, etc.).
- Serve on and/or lead certain teams/committees; handle other duties assigned by the Consistory.