

Position Description

Calvary Lutheran Church

Park Rapids, Minnesota

Position Title: Lead Pastor

Date: September 4, 2014

General Description:

The Lead Pastor serves the mission of Calvary Lutheran Church in partnership with the Congregation Council, Executive Board, Pastoral Team, Program Staff and Support Staff. "For as in one body we have many members, and no all the members have the same function, so we, who are many, are one body in Christ, and individually we are members of one another." *Romans 12:4-5*

The Lead Pastor is responsible serving the ministry of the congregation and for coordinating pastoral duties. The Lead Pastor shall diligently commit him/herself to the duties prescribed in the Letter of Call and congregation's constitution and bylaws.

Qualifications:

Candidates for Lead Pastor shall:

- a. Be on the clergy roster of the ELCA.
- b. Be recommended by the Northwestern Minnesota Synod.
- c. Preach, teach and reach effectively.
- d. Shall faithfully comply with the attached copy of Visions and Expectations of the ELCA.
- e. Possess compassion.
- f. Exhibit self-discipline.
- g. Live the 'Golden Rule'.
- h. Foster a healthy culture in the spirit of reconciliation.
- i. Have a sense of humor.

Ministry Duties:

"Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall preach the Word, administer the Sacraments, conduct public worship, provide pastoral care, and shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of the congregation; shall install regularly elected members of the Congregation Council. With the Council, administer discipline and service as an ex-officio member of the Congregation Council. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad; shall impart knowledge of this church and its wider ministry through the distribution of its periodicals and other publications; and shall endeavor to increase the support given by the congregation to the work of the Evangelical Lutheran Church in America and of the Northwestern Minnesota Synod of the ELCA. " Calvary Lutheran Church Constitution, Chapter 9, C9.03

Accountability:

The Lead Pastor is accountable to the congregation through the Executive Committee and the Congregational Council.

Evaluation:

The Executive Committee will conduct an evaluation of the Lead Pastor annually. This job description will be updated and dated as a part of this evaluation.

Duties and Responsibilities:

The Lead Pastor shall coordinate the Pastoral Team and Program Staff.

- a. Coordinate the preaching schedule and preach as scheduled.
- b. Coordinate the pastoral care at hospitals and with those in need.
- c. Through visitations support the Pastor assigned to coordinate the pastoral care with the Caring and Outreach Core.
- d. Coordinate with the Worship Core the weekend and week day assemblies of the congregation.
- e. Coordinate as needed, the "Occasional Services" (baptisms, funerals, weddings etc.) .
- f. Coordinate worship preparation with the Altar Guild.
- g. Shall administer the operational practices according to the policy manual of Calvary Lutheran Church with the Executive Board.
- h. Coordinate Adult Ed and Bible Study.
- i. Other duties as needed.

The Lead Pastor shall coordinate the Support Staff.

- a. Working with the Office Manager and Custodian staff the Lead Pastor will conduct staff meetings.
- b. Shall advocate for the Support Staff to the Executive Board.
- c. Foster a healthy culture.
- d. Shall administer the operational practices according to the policy manual of Calvary Lutheran Church with the Executive Board.
- e. Submit required reports to the NWMN Synod and the ELCA through the Office Manger.
- f. Maintain accurate records of membership along with pastoral acts through the Office Manger.
- g. Other duties as needed.

The Lead Pastor shall serve the Congregational Committees as stated in Chapter 13 of the Calvary Lutheran Church Constitution.

- a. Executive Committee.
- b. Nominating Committee.
- c. Audit Committee.
- d. Mutual Ministry Committee.
- e. Call Committee.
- f. Core Committees.
- g. Other congregational committees formed with the consent of the Congregational Council or the appropriate core committee.

The Lead Pastor shall work with organizations within the Congregation.

- a. Bethel Cemetery Board.
- b. Women of the ELCA.
- c. Mission Expansion Committee.
- d. Men's Organizations.
- e. Altar Guild.
- f. Lefse making.
- g. Special interest groups authorized by the Congregation Council or specified in a continuing resolution.

The Lead Pastor shall work with the Congregation Council to administer discipline of members according to Calvary Constitution Chapter 15 Discipline of Members.

Core Assignments:

The Lead Pastor is assigned to serve the following Core Committees:

- a. Worship Core.
- b. Resource Core.
- c. Finance Core.
- d. New Member/Baptismal Instruction.
- e. Ex-Officio of all other cores.

Kairos Assignments:

- a. Visioning Team.
- b. Building Design Team.
- c. Appeal Advisory Team

Other Duties: The Lead Pastor shall:

- a. Supervise seminary interns.
- b. Coordinate Interim Pastors contracted with Calvary Lutheran Church.
- c. Consult with the Executive Committee and the Pastoral Team before assuming board or leadership positions outside of Calvary Lutheran Church.
- d. Serve additional duties from the approved "Time and Talent Gifts List". (Executive Committee approves the List.)
- e. Serve additional duties as needed.