



Saint James Brethren Church

Job Description: Lead Pastor

I. Description

The Lead Pastor has the primary responsibility for preaching and teaching the Word of God and the sustaining of Biblical doctrines at Saint James Brethren Church. He or she will be deeply rooted in God's Word and able to competently discern and passionately communicate the Message in a fashion that is easily understood and compels life change. As the primary but not exclusive communicator for Saint James Brethren Church, the Lead Pastor will routinely connect the congregation to church leadership and its strategic direction, including ensuring awareness and understanding of leadership decisions, and motivating fulfillment of the Church's mission and vision. It is preferred the Lead Pastor remains in a long-term ministry at Saint James Brethren Church.

II. Qualifications

- a) A clear testimony of faith in Jesus Christ.
- b) Acceptance of Biblical truths as described in the Word of God, the Holy Bible.
- c) Consistent spiritual and moral character and lifestyle.
- d) Agreement with the doctrinal statements of The Brethren Church.
- e) Commitment to abide by the Constitution and By-Laws of Saint James Brethren Church.
- f) Effective leadership skills.
- g) Competent in organization, administration and interpersonal relationships.
- h) Strong in Biblical expository preaching.
- i) Master of Divinity degree from an accredited seminary is preferred.
- j) Minimum three years' experience in a pastoral ministry; five years' experience preferred.
- k) An Elder in good standing in The Brethren Church.

III. Ministry Tasks

The Lead Pastor has primary responsibility for these ministry tasks: preaching and teaching, leadership for ministry staff and lay leaders, communicating mission and vision, and shepherding. In addition, the Lead Pastor fulfills general pastoral duties and establishes a consistent method of reporting pastoral activities.

a) Preaching and Teaching

The Lead Pastor will devote sufficient time in leading the pastoral team in the areas of biblical preaching and teaching to communicate Biblical truth under the guidance and authority of the Holy Bible. It is expected the Lead Pastor will seek input from other ministry staff and/or ordained pastors in preparation for sermons. The Lead Pastor will also take a collaborative approach, involving other ministry staff and lay leaders, in planning the worship service, equipping and delegating teaching responsibilities to the ministry staff and lay leaders as needed. The Lead Pastor shall count the number of Sunday's out of the pulpit as part of vacation equal to the number of weeks of vacation agreed upon by the Board of Ministries. The Lead Pastor shall not count Sundays out of the Pulpit when he is physically present but has delegated preaching responsibilities to other individuals (guest speakers, youth Sunday, etc...) Any additional Sundays out of the pulpit must be approved by the Board of Ministries.



Saint James Brethren Church

Job Description: Lead Pastor

b) Leadership for Ministry Staff and Lay Leaders

The Lead Pastor shall promote a team-based ministry model with ministry staff, elected lay leaders, and volunteer lay leaders, setting the tone for a gospel-centered ministry atmosphere, utilizing leadership skills to equip, support, encourage, motivate and organize other ministry staff and lay leaders to lead, plan and execute ministries of the church. The Lead Pastor will, along with the Saint James Brethren Church Board of Ministries, oversees discipleship programs and systems of the church including children/youth education, family, marital, adult education, as well as small groups and teams. The Lead Pastor will conduct staff meetings, while collaborating with other ministry staff, in setting the agenda, for other ministry staff on a regular basis, a minimum of once a month or more frequently as applicable. The Lead Pastor will be responsible to create and revise job descriptions for other ministry staff with measurable responsibilities and ministry tasks. The Lead Pastor will also perform annual performance reviews on all other ministry staff with recommendations due to the Board of Ministries no later than August 31st of each year for merit-based salary increases to be effective as church finances permit, beginning in January of the coming year.

c) Communicating Mission and Vision

It is expected the Lead Pastor will establish a regular schedule to study, research, and pray about where God is growing and taking Saint James Brethren Church, and subsequently lead in promoting the Saint James Brethren Church mission and vision to other ministry staff, lay leaders, ministries of the church, and the congregation. The Lead Pastor will empower other ministry staff and lay leaders to implement programs and activities to fulfill the church's mission and align with its vision for the future, while also collaborating with other ministry staff and the Board of Ministries to prioritize resources toward the church's mission and vision. The Lead Pastor will work with the ministry staff and the Board of Ministries to integrate practical areas where the mission and vision need to grow, providing oversight for the vision planning process with other ministry staff and the Board of Ministries by conducting a minimum of one leadership retreat per year. The Lead Pastor will also co-lead strategic planning sessions, along with the Moderator from the Board of Ministries to address future needs of the church. The Lead Pastor shall serve as an advisory member of all church committee boards, delegating these responsibilities as applicable to other ministry staff or lay leaders.

d) Shepherding

The Lead Pastor's primary shepherding focus for other ministry staff, elected lay leaders, volunteer lay leaders, and Deacons of the church, while meeting regularly with ministry staff, elected lay leaders, volunteer lay leaders, and other members of the congregation for shepherding, discipleship, and fellowship. The Lead Pastor is expected to equip and delegate to the Deacon Ministry those areas identified as shepherding responsibilities for families and individuals in the church.



Saint James Brethren Church

Job Description: Lead Pastor

e) General Pastoral

The Lead Pastor will lead the rotation for preaching, teaching, and sacraments, along with other seasonal and special events as provided by Saint James Brethren Church. The Lead Pastor will take primary responsibility to plan and perform weddings and funerals, while also conducting baptisms and infant/child dedications. The Lead Pastor is expected to conduct pastoral visits and hospital visits, while also delegating visits to other ministry staff, lay leaders, or the Deacon Ministry where appropriate. It is expected the Lead Pastor attends all Board of Ministries meetings, with the exception of illness, injury, Paid Time Off (PTO) or when his/her presence is not required. The Lead Pastor will take an active role in pastoral care, in areas such as counseling individuals and couples; delegating pastoral care tasks to other qualified ministry staff, lay leaders and/or Deacons. The Lead Pastor will be active at the regional and national levels of the Brethren Church, attending General Conference as scheduled, as well as participate in community organizations with other pastors and ministry staff such as the Williamsport Area Ministerium. The Lead Pastor is also expected to pursue professional development/continuing education training regularly. The Lead Pastor should work collaboratively with other paid staff members, Board members, Deacons, and other lay leaders to ensure a mechanism is in place for coverage of urgent or emergent issues as they arise. It is not expected for the Lead Pastor to be available at all times, but rather ensure that a mechanism of support and response is available within the church as needed.

f) Reporting

- Provides an itemized description of pastoral activities to the Board of Ministries a minimum of once every two months to include, but not limited to:
 - Sundays Preached
 - Hospital Visits
 - Pastoral Visits
 - Baptisms
 - Counseling sessions
 - Financial Reports
 - Funerals/Memorial Services
 - Infant/Child Dedications
 - Weddings
 - Other Activities
 - Planned PTO
- Provides a summary of pastoral activities for the year to be included in the packet for the Annual Business Meeting.
- Reports to the Board of Ministries serious personnel matters involving other ministry staff, lay leaders, Deacons, or members of the congregation.
- Submits to an annual performance review conducted by the Moderator and Vice-Moderator of the Board of Ministries no later than August 31st, with a merit-based salary increase to be effective as church finances permit, beginning in January of the coming year.

IV. Physical Demands/Working Conditions

This position is intense and demanding. The Lead Pastor handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes appropriately considered decisions. This position requires concentration and focus for planning, meeting deadlines, and implementing



Saint James Brethren Church Job Description: Lead Pastor

programs. The Lead Pastor is expected to establish strong and appropriate relationships with other ministry staff, lay leaders, Deacons, and other persons in the congregation.

The Lead Pastor maintains a flexible work schedule to meet the demands of this executive position. The Lead Pastor's hours may be long and irregular based on the needs of the congregation.

V. Work Hours and Paid Time Off

The Lead Pastor is expected to work approximately 40 hours a week with a regular schedule of time in the church office. It is understood that some weeks, the pastor may work less than or more than 40 hours depending on the needs and issues of individuals and families within the congregation.

Paid time off (PTO) up to a maximum of 20 days (160 hours) per year will be available for the Lead Pastor to use for vacations, illness, family issues, mission trips not associated with or approved by the board of Saint James Brethren Church, or other needs. Attending regional and national Brethren Church meetings, General Conference of the Brethren Church, Saint James Brethren Church sponsored mission trips, and professional development/continuing education training will not be deducted from the annual paid time-off allocation.

The Lead Pastor is permitted to take off one Sunday per quarter, not to exceed four Sundays in one year with the Lead Pastor being responsible for securing another ministry staff, pastor, or lay leader to preach in his or her absence.

The Lead Pastor is responsible for notifying the Board of Ministries in advance for all absences pertaining to paid time-off, scheduled professional development/continuing education training, mission trips, and other activities as applicable.

For occurrences where the Lead Pastor is unable to conduct preaching on a Sunday morning due to illness or injury, the Lead Pastor will notify the Moderator, Deacon chair, other members of the Board of St. James Brethren Church of the absence. The Lead Pastor may also reach out to a regular stand-in speaker to assist in providing coverage as soon as is reasonably possible, preferably a minimum of 12 hours in advance so that alternative arrangements can be made for his or her absence.