



Pastor Job Description

Clarion Church of Christ, Clarion, Iowa

Preamble

The calling of a pastor is sacred, rooted deeply in the teachings of scripture and the example set forth by Christ and His apostles. As articulated in Ephesians 4:11-13, God has given pastors and teachers to His Church with the express charge to prepare God's people for the work of ministry, so that the Body of Christ may be built up. The pastor is entrusted with nurturing spiritual growth, fostering unity, and equipping members to live out their faith both within the church and the broader community.

Paul's exhortation in 1 Timothy 4:11-16 enumerates the pastoral responsibility to set an example for believers in speech, in life, in love, in faith, and in purity, and to guard their own life and doctrine with vigilance. The pastor's influence, therefore, flows not only from the pulpit but also through personal character and daily conduct.

Additionally, 2 Timothy 4:5 calls pastors, if so gifted, to fulfill the work of an evangelist, bringing the message of salvation to those beyond the church walls. 1 Peter 5:1-4 further charges pastors to shepherd God's flock faithfully, serving not for personal gain but with eagerness, so that when the Chief Shepherd appears, they may receive the crown of glory that will never fade away.

The pastor serves along with and under the supervision of the Elders, who provide spiritual oversight and direction. The following job description is designed to support the pastor, the elders, and the congregation in clarifying roles, setting priorities, and fostering fruitful ministry.

Role Overview

The pastor serves as a spiritual leader and shepherd of the congregation, reporting directly to the Elders. This role encompasses preaching, teaching, evangelism, counseling, administration, and public representation. The pastor's primary objective is to model Christ-like living, equip believers for service, and facilitate the growth and maturity of both individuals and the corporate body.

Priority Duties

The pastor's responsibilities are organized by priority, guided by scriptural imperatives and the ongoing needs of the congregation.

1. Study, Prayer, and Preaching

Objective: To nurture personal and congregational spiritual growth through disciplined study, fervent prayer, and faithful preaching.

- Engage in regular Bible study, meditation, and prayer — set aside dedicated time for this spiritual discipline, as the congregation has entrusted the pastor with the privilege and responsibility of deep spiritual formation.
- Participate in special days of prayer, fasting, and retreats to seek God's guidance and refresh the spirit.
- Prepare and deliver sermons rooted in Scripture, relevant to contemporary life, and inspiring to the congregation.
- Collaborate with the worship leaders to provide meaningful corporate worship services, integrating diverse styles and traditions as appropriate.
- Invite occasional guest speakers to enrich the worship experience and provide varied perspectives, such as missionaries, pastors, and ministry organizations.
- Pursue continuing education through seminars, theological study, furthering degree(s), and spiritual retreats to remain current in biblical scholarship and pastoral practice.

2. Discipling

Objective: To deepen the faith and maturity of believers through intentional relationships and spiritual formation.

- Model Christ-like living in daily interactions and relationships, becoming a visible example of faith in action.
- Spend time with individuals and families, offering guidance, encouragement, and accountability in their spiritual journeys.
- Support and participate in social activities of the church, fostering community and relational depth.
- Lead small discipleship groups that meet in homes or the church facilities, focusing on Bible study, prayer, and mutual encouragement.
- Train group leaders, empowering others to facilitate spiritual growth within the congregation.
- Guide others, both formally and informally, in developing personal devotional practices and a deeper relationship with God.

3. Evangelism and Church Growth

Objective: To reach the lost, welcome newcomers, and foster a culture of growth and outreach.

- Personally reach out to prospective members, especially those who have attended services, extending hospitality and building relationships.
- Teach new converts, both individually and in structured classes, guiding them through foundational Christian doctrines and practices.
- Lead the congregation in evangelistic efforts, equipping and encouraging members to share their faith and invite others into the life of the church.
- Develop outreach programs and events that engage the local community and demonstrate the love of Christ beyond church walls.

4. Organizational Leadership

Objective: To coordinate and administer the activities of the church, ensuring effective governance and smooth operation.

- Oversee the general administration of the church, implementing policies established by the board and Elders.
- Delegate responsibilities, empowering church members to use their gifts in service and leadership.
- Strive to maintain accurate records of births, deaths, marriages, baptisms, and attendance, preserving the history and vital statistics of the congregation.
- Coordinate the work of committees and programs, acting as a facilitator and resource person to enable effective ministry.
- Provide oversight for printed materials, such as bulletins and newsletters, ensuring clear and consistent communication.

5. Counseling, Hospital Calls, and Visitation

Objective: To provide compassionate support and care to individuals and families in times of need.

- Be available for pastoral counseling to all members, offering biblical perspective, encouragement, and prayer.
- Make regular hospital and shut-in visits, bringing comfort, prayer, and the presence of Christ to those who are ill or unable to attend services.
- Refer individuals to professional counselors when challenges exceed the pastor's expertise or available time, ensuring appropriate care is provided.
- Teach members to be active in visitation as well by inviting different people along with you to visit people who are hospitalized, shut-in, needing prayer, desiring home communion, and more.

6. Other Activities

Objective: To represent the church in the wider community and participate in significant events that extend ministry beyond the congregation.

- Serve as the church's representative in local and state conferences, ministerial associations, and other collaborative endeavors.

- Participate in community events, church camps, and ecumenical activities that foster unity and outreach.
- Officiate at weddings, funerals, baptisms, and special services such as Good Friday and Christmas Eve.
- Support and collaborate with other churches and civic organizations on shared initiatives that benefit the community.

Reporting and Evaluation

The pastor reports to the Elders, who provide spiritual supervision, direction, and support. The Elders, in collaboration with the pastor, periodically review performance based on prioritized duties and suggested hours, fostering transparent communication and ongoing development.

Qualifications

- Demonstrated commitment to Christ and His teachings, with a clear calling to pastoral ministry.
- Sufficient theological education and understanding of Scripture.
- Gifted in preaching, teaching, evangelism, and shepherding.
- Exemplary character consistent with biblical standards — speech, life, love, faith, and purity.
- Ability to work collaboratively with Elders, staff, volunteers, and the congregation.
- Strong organizational, administrative, and interpersonal skills.
- Willingness to continue personal and professional growth through study and retreat.

Personal Considerations

We recognize that the pastoral candidate will have personal gifts, talents, interests, and past experiences. Through honest conversation, we would like to learn of what these things are as there may be room for negotiation with some of the above criteria. We do not wish to quench the working of God's Spirit in your own life and ministry interests.

Conclusion

The pastor is entrusted with leading God's people by word and example, preparing the church for ministry, and guiding it toward maturity in Christ. Rooted in scripture and sustained by prayer, the pastor's labor is not only for the benefit of the local congregation but for the glory of God and the building of His Kingdom. When the Chief Shepherd appears, may the faithful pastor be found worthy to receive the crown of glory promised in 1 Peter 5:4.