Senior Pastor Job Description

General Information  
Employment Status: Full-time salaried

**FLSA Status:** Exempt **Reports to:** Elder Board

**Revision Date:** 09-26-2022

Job Summary

The Senior Pastor at Hope Church is the primary teacher, organizational leader and main shepherd of the church body. The role requires great communication skills, deep biblical knowledge and strong leadership skills. The Senior Pastor works closely with the Elder Board and the Executive Pastor to lead the church to grow spiritually, to reach more people with the Gospel and to impact our community in positive ways.

Essential Duties

Preaching & Teaching

* Serves as the primary teacher at Hope Church. He develops the sermon calendar, plans sermon series, and leads the teaching team. There is latitude to utilize other members of the teaching team as frequently as the Senior Pastor desires, but he is generally expected to preach at least 60% of the time.
* Is the primary interpreter and protector of doctrine and is responsible for keeping the church aligned with the EFCA philosophy of “majoring on the majors” (i.e. holding fast to the Statement of Faith while sharing and teaching on other points of doctrine without making minor points of doctrine something we divide over).
* Understands doctrine and theology well, but makes teaching both relevant and accessible. Teaching is relevant when it connects with people where they are and it provides practical application for everyone. It’s accessible when people who are exploring Christianity or new to faith can understand it.

**Church Leadership**

* Leads much like the CEO of a business, serving as the primary vision developer and vision caster. Must be able to assess cultural trends and develop a compelling vision and focus for the future. He is also the primary communicator of vision to energize, engage and align the church body around that vision.
* Serves as a voting member of the Elder Board.
* Works closely with the Executive Pastor to lead the overall organization and the day-to-day priorities.

**Staff Leadership**

* Assists the Executive Pastor to lead the Staff Leadership Team. He primarily delegates day-to-day staff management and priority setting to the Executive Pastor (he leads through the Executive Pastor).
* Participates in staff meetings and speaks into agenda items and decisions.
* Works together with the Executive Pastor to determine appropriate organizational structure to meet the needs and priorities of ministry.
* Provides input to the Executive Pastor throughout the hiring and interview process. Together, the Senior Pastor and Executive Pastor work within the guidelines of the church bylaws to hire or terminate staff as needed. The Senior Pastor consults and approves while the Executive Pastor manages the details of the process.

**Care/Counseling**

* Conducts funerals and weddings while having the freedom to develop other staff or volunteers to assist with or conduct them as well. The Senior Pastor is the primary person setting operational policies in these areas.
* Provides a robust care and counseling ministry to ensure excellent shepherding of the Hope Church flock. Care and counseling can be carried out largely by the Senior Pastor, but he also has the freedom to create care and counseling teams that he oversees as part of a scalable ministry.

**Knowledge & Skills**

Theological Knowledge

* Formally trained and educated with a broad understanding of Bible doctrine. Has the ability to communicate different doctrinal viewpoints and is aligned with the EFCA Statement of Faith.

Communication Skills

* Engaging – communicates in a way that captures attention and speaks to people’s needs.
* Relevant - teaches biblical principals in a way that is culturally relevant, but true to God’s Word.
* Practical – always provides a next step, challenge or practical application for daily living and spiritual growth.
* Sensitive – balances grace and truth – not shying away from the truth taught in Scripture, but uses an approach that is sensitive to people from all walks of life.
* In-tune – uses language that is meaningful and in-tune with the next generation; understands their struggles, attitudes and motivations. Experience and comfort using different social media platforms to engage people in multiple ways.

Leadership Skills

* Visionary – strategically minded and able to craft and communicate a compelling vision for the church.
* Collaborator – able to work well with the Board, Executive Pastor and Staff Leadership Team in a collaborative way; knows when to delegate and when to decide; seeks multiple inputs and opinions; listens and involves others without being controlling, authoritative or dictatorial.
* Developer – can recruit, develop and equip teams to carry out ministry; helps the Executive Pastor maintain a healthy and engaged Staff Leadership Team.
* Driver – pushes for continuous improvement; ensures the mission is being accomplished; doesn’t fall in love with methods or tradition; sensitively handles change.
* Delegator – seeks to include others and is willing to lead through other people’s gifts.
* Coach – challenges and coaches others to develop their gifts and leadership skills.

Conflict Management Skills

* Emotionally healthy and able to deal with criticism with an openness to receive feedback.
* Has high self-awareness, high social-awareness and high emotional intelligence. Is not threatened by conflicting opinions or constructive feedback.
* Does not shy away from conflict, but handles it with truth and love.
* Learns from constructive feedback, but knows when to say no and does so in a sensitive and tactful way.
* Listens well to all opinions and weighs feedback against leadership priorities, philosophy and plumb lines. Knows when to make adjustments based on feedback and when to respectfully decline when alignment is missing.

Business Acumen

* Able to manage risk and make decisions in complex situations for the overall good of the church.
* Possesses good general financial competency and ability to raise funds when needed.

Education and Experience

* Bachelor’s degree in Bible or Theology at minimum. Masters of Divinity preferred.
* Ordained with the EFCA, in the process of ordination or willing to complete ordination within 1 year of hire.
* Has leadership experience in a medium to large church.

**Reviewed with employee by**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Received and accepted by**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Hope Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.