

ORTHODOX CONGREGATIONAL CHURCH OF LANESVILLE

Position: Pastor/Teacher; reporting directly to the Board of Elders (revised 12/8/98, 2/22/11)

The pastor is “to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ”¹. To this end the pastor must: “Preach the Word; be prepared in season and out of season; correct, rebuke and encourage – with great patience and careful instruction”².

Responsibilities:

The term “Pastor” and “Elder” in the Constitution and By-Laws of the Orthodox Congregational Church of Lanesville, incorporated into this job description by reference, refer to the position of Pastor/Teacher. The Pastor/Teacher is responsible for, but not limited to, the following obligations:

- The Pastor/Teacher is required to adhere to the Statement of Faith (Appendix A), to exemplify the qualifications of an Elder (Appendix B) and to fulfill the obligations of the role “Pastor” (Article VII, Section 2, A).
- The Pastor/Teacher is primarily responsible for the teaching and preaching ministry and shall occupy the pulpit as scheduled (generally not less than three (3) Sunday’s per month) by the Board of Elders.
- The Pastor/Teacher will, together with the Pastor of Youth and Family and Board of Elders, administer the sacraments of Baptism and Communion (Appendix D, Sections 1 and 2).
- The Pastor/Teacher will uphold and conform to the Constitution and By-Laws of the Orthodox Congregational Church of Lanesville.

In addition, the Pastor/Teacher will assume the following responsibilities:

- Propose, annually, short term (to be achieved in one (1) year or less) and long term (to be achieved in two (2) years or less) personal ministry goals to the Board of Elders.
- Participate in the setting of goals and objectives for the church and write (and present) an annual report at the Annual Meeting.
- Maintain collegial, mentoring relationships with all members of the ministry team and endeavor to foster a mutual shared ministry.
- Consult with, and perform research for, the Board of Elders as needed and prepare recommendations.
- Be reasonably available for counseling, discipleship and prayer support to the congregation.
- Be reasonably available to perform baptisms, weddings, and funerals and officiate at other occasions as requested by the Board of Elders.
- Conduct New Members Classes in conjunction with all members of the ministry team.
- Teach one or more Bible Study(s) that is scheduled to meet once a week and participate in the teaching of Adult Sunday School.
- Primarily responsible for the supervision of the Administrative Assistant and holding weekly staff meetings with the Administrative Assistant and Pastor of Youth and Family.
- Visit the membership once a year and as many “active friends” as feasible.
- Maintain the church’s relationship with the Conservative Congregational Christian conference (CCCC) by serving as contact person.
- Maintain the church’s relationships with local evangelical ministers and congregations.

Additional assignments will be undertaken with the mutual consent of the Board of Elders and the Pastor/Teacher.

Leaves of Absence:

The Pastor/Teacher may request a leave from their position for personal or academic reasons provided that a minimum of six (6) months notice is given to the Board of Elders. The granting of such request for leave is at the sole discretion of the Board of Elders.

Dismissal:

Dismissal shall be either for cause (Article V, Section 6), or at will. Should dismissal occur by mutual consent, either the Pastor/Teacher or the Board of Elders will give two (2) months notice. The Board of Elders shall govern the Pastor/Teacher’s involvement with any aspect of the church during that time period.

¹ Ephesians 4:12, 13

² 2 Timothy 4:2