

First Lutheran Church. Blair. Nebraska  
*Senior Pastor Job Description*

General Description of Position and Purpose: The Senior Pastor has oversight responsibilities for every ministry area of the congregation.

The primary focus of the Senior Pastor shall be:

- Worship and preaching. Bring messages that are meaningful and apply to daily life.
- Building relationships with the staff. Provide guidance and support. Share leadership with staff and work as a team.
- Be present and engaged in church activities, meetings, and gatherings.
- Shepherd the congregation and share in visitation duties.
- Embody a spirituality of grace and reflect it into the life of the congregation and the community.

### **Duties and Responsibilities**

*Consistent with the faith and practice of the Evangelical Lutheran Church in America, every ordained minister shall:*

- 1) preach the Word;*
- 2) administer the sacraments;*
- 3) conduct public worship;*
- 4) provide pastoral care;*
- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;*
- 6) impart knowledge of this church and its wider ministry through available channels of effective communication;*
- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and*
- 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.*

*Each pastor with a congregational call shall, within the congregation:*

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;*
- 2) relate to all schools and organizations of this congregation;*
- 3) install regularly elected members of the Congregation Council;*
- 4) with the council, administer discipline;*
- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Nebraska Synod;*
- 6) encourage adherence to covenantal relationship with this church as expressed in the Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.*

### **Leadership and Supervision**

- As an *ex-offiio* member of the Congregation Council, the Senior Pastor shall advise and support the leadership of the congregation and provide a monthly written report to the Council. The

Senior Pastor will work with the staff to provide a positive environment and culture that leads to the benefit of the congregation.

- The Senior Pastor guides the overall work of the congregation by working with the Congregational Council and the appropriate congregational committees and ministry teams.
- The Senior Pastor directly supervises the Director of Children's and Youth Ministry, the Director of Worship, Music and the Arts, the Visitation Pastor, and the Director of Administration. The Senior Pastor shall monitor the proper functioning of all part-time and contract employees of FLC.
- The Senior Pastor shall serve as a mentor to Parish Ministry Associates and PMA candidates in the congregation.

### Worship & Music

- Working with the Director of Worship, Music and the Arts, create opportunities for the community to experience a fulfilling worship life.
- Preach the Word of God in congregational worship gatherings.
- Administer the sacraments of Baptism and Holy Communion.
- Officiate at special services including weddings and funerals.
- Conduct monthly worship services at Good Shepherd Lutheran Community.
- Bring the Gospel, proclaimed in worship, to those who are sick, distressed, or dying.

### Word

- Ensure that the teaching and practice of this congregation is consistent with its Confession of Faith.
- Provide Christian education to members of all ages.
- In cooperation with the Director of Children's and Youth Ministry, provide First Communion Instruction, teach Confirmation classes and contribute to the faith formation of children and youth in the community.
- Teach Bible studies and provide support to lay-led study groups.

### Visitation and Pastoral Care

- In cooperation with the Visitation Pastor, provide pastoral care through visitation, counseling, and prayer to congregational members who are ill, hospitalized or in distress.
- Assist in funeral planning and preparation and provide counsel to grieving family members.
- Coordinate and supervise congregational members in lay home communion distribution. Provide communion and visitation for homebound and nursing home members in cooperation with trained volunteers.
- Provide premarital counseling sessions for couples getting married at FLC.
- Advise and support First Lutheran Church's Care Ministry in its various roles.

### Administration

- Oversee the administration and management of all areas of the congregation's ministry in consultation with the Congregation Council, ministry teams and staff.
- Support, supervise, manage and evaluate, in conjunction with the Congregation Council, the staff of the congregation.

- Participate in the screening and hiring of non-ordained staff and calling of ordained staff.
- Build a sense of teamwork among church staff and hold regular staff meetings to coordinate the ministries of the church and facilitate communication.
- Maintain accurate parish records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation.
- Serve as *ex-officio* member of all congregational committees.
- Understand the Strategic Long-Range Plan and its initiatives and create programs and activities that support it.

### Leadership Development

- The Senior Pastor will help to select, recruit and train ministry team leaders for the above primary ministry areas, with a special focus on raising up leaders who develop other leaders. The Senior Pastor will assess the needs of participants, recipients, and leaders in the congregation's ministry and provide resources, training, and support to develop their skills and better equip them to fulfill their various responsibilities.
- The Senior Pastor will periodically review and evaluate the existing programs to determine their effectiveness and make recommendations for improvements and changes.
- The Senior Pastor shall develop and/or recommend curriculum to address specific topics. The Senior Pastor shall locate resources for existing and new programs and assist various ministry leaders in the selection of leaders and other resources.
- The Senior Pastor will assess the various human needs in the congregation and wider community and will design and implement new programs and ministries consistent with the values and mission of the congregation.
- The Senior Pastor will promote and interpret the congregation's ministry. The Senior Pastor will seek to increase the number of members and friends involved in the congregation's ministry with an aim toward helping them grow in their relationship with God. The Senior Pastor shall foster the Congregation's outreach efforts by involving prospective and new members in ministry programs as participants and leaders. The Senior Pastor shall work to provide ministry leaders with methods for improving the outreach climate of the congregation and increasing the effectiveness of outreach efforts.

### Outreach

- Work with committees and congregational members to implement ministries that reach out to the unchurched, inactive members, and new residents of our community with the Gospel of Jesus Christ
- Direct the reception of new members into the life of the congregation in conjunction with the Congregation Council and ministry teams of the congregation.
- Encourage groups and ministries of the church to carry their work with an emphasis on welcoming others.
- Support and participate in opportunities to develop relationships within the community.

### Stewardship

- Work with the Stewardship Committee to promote, educate, and advocate responsible biblical stewardship in the congregation.

- Assist the Congregation Council with financial matters of the congregation.
- Oversee and promote congregational benevolence and mission through ongoing synodical support and by meeting community needs as they arise.

#### Other

- Submit to an annual performance review directed and or performed by the Congregational Council.
- Consult with the Congregational Council and pastoral team before assuming board or leadership positions in other organizations and institutions.
- Seek 30-day preapproval from the Congregational Council for all travel and continuing education expenses that exceed \$250.00.
- Vacation days shall be preapproved by Congregational Council 30 days prior to vacation being taken.
- Continuing education and vacation days shall not occur during the following Christian holidays: Advent, Christmas, Holy Week, and Easter.

#### Professional/Personal Growth

- Strive to grow in personal faith through good study habits and spiritual discipline.
- Attend Nebraska Synod Assembly and continuing education/seminars as required.
- Maintain life balance between church responsibilities and family life.

#### *Qualifications*

- The Senior pastor must be a rostered Minister of Word and Sacrament in good standing in the Evangelical Lutheran Church in America.
- The position requires a Masters of Divinity Degree (M. Div.) and the ability to envision the potential of the congregation. Further, he or she must have the ability to articulate and communicate the mission of the congregation.
- The Senior Pastor will be employed on a full-time basis and will routinely work in excess of 40 hours per week to actually and necessarily complete regular duties and responsibilities in addition to call for service including but not limited to emergency pastoral care for sudden death, severe illness, or personal crisis.
- This is a salaried position and includes other benefits as described in the letter of call.

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Pastor Glen W Thomas

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