

## **LEAD PASTOR JOB DESCRIPTION**

The Lead Pastor is called by the Elders through the District Superintendent according to the Local Church Constitution of the Christian and Missionary Alliance of Canada and is directly responsible to the church through the Elders.

### **GENERAL RESPONSIBILITY**

The Lead Pastor is responsible for providing spiritual and practical pastoral leadership to Erindale Alliance Church by working with the Elders and other staff, overseeing and developing the church's ministry in accordance with its Vision, Mission, and Values.

### **Positions Reporting to the Lead Pastor**

- All Pastoral Staff
- Secretarial and Administrative Staff
- Interns
- Elders
- Deacons
- ESL Leadership

### **Qualifications**

- Educated in the Scriptures, theology, and the issues of the day to a level equivalent to an appropriate degree in formal theological education
- Demonstrates a life submitted to Christ through lifestyle choices, words, and practice
- Licensed and ordained to minister in the Christian & Missionary Alliance; others may be considered. If ordained in another denomination, the candidate must be willing to seek ordination in the Christian & Missionary Alliance.

### **Pastoral Responsibilities**

- To pray with and for the people of Erindale Alliance Church and to demonstrate that prayer and the filling of the Holy Spirit are essential for fruitful ministry.
- To effectively exposit the whole Bible in a way that builds the spiritual life of the existing congregation while also engaging the hearts and minds of a younger generation who want to know about the Christian faith. The Lead Pastor should also articulate biblical knowledge and Alliance theology in a way that is relevant to life in today's world.
- To cultivate a passion for evangelism and missions in a way that is true to Scripture and our Alliance heritage and to live this passion out in their own life.
- To demonstrate a love for people that is expressed through compassion and shepherding. Shepherding the congregation includes providing baptisms, funerals, pre-marriage counselling, weddings, home visits and hospital visitation as required.
- To recruit, manage and care for both professional and volunteer staff with the goal of building a strong team relationship for effective ministry to the congregation.

- To work with the Elders Board to discern a compelling Vision for the Church and to act as the key implementation champion for the Vision.
- To develop, mentor and spiritually care for a team of elders and ministry leaders that can effectively help to build the ministry of the church.
- To give direction in forming Worship Services and other programs that provide spiritual care, evangelism, and teaching that reflect the biblical Vision, Mission, and Values of the Church.
- To work with the Elders in establishing a disciplined membership that effectively reflects appropriate expressions of holiness for followers of Jesus.
- To ensure that those who repent and believe are properly disciplined, including participation in baptism and communion, and church membership.
- To ensure co-operation with the larger Christian community in the city so that the testimony to the Gospel is enhanced.

### **Administrative Leadership**

- To work with the Elders in the stewardship and accountability of the church's physical and financial resources.
- To work with the Elders in determining the need for staff, the hiring process, ministry assessment and transition.
- To ensure the proper oversight and development of staff in their roles and responsibilities.
- To ensure a good relationship and accountability of the church to the Denomination and District administration.
- To ensure that the administrative oversight and leadership of the church is clearly established to reflect its Vision, Mission and Values.

### **Other Duties of the Lead Pastor**

- To live with moral and biblical integrity, knowing how to balance the demands of ministry with personal and spiritual development.
- To lead by exemplary living, hospitality, and service
- To be accountable to the Elders Board as required regarding the use of time, special accounts and privileges such as time off or time away.
- To engage in personal and professional development through various courses and workshops as appropriate.
- To demonstrate a commitment to office hours and a work schedule that ensures the fulfilment of the role and predictable availability in addition to Sunday ministry.

## **WORK ARRANGEMENTS**

1. **SALARY** – Church provides for salary and job benefits (District Medical and Dental plan, Alliance Retirement Fund, etc.) commensurate with the salary grid developed by the Canadian Midwest District.
2. **HOLIDAYS & SICK LEAVE** – In addition to statutory holidays, the Church provides for four weeks of vacation each year. The church also provides up to 10 paid sick days for personal and family-related illness or medical-related issues.
3. **OFFICE** – The Church provides for adequate office furnishings and equipment, including computer and technical support, as well as administrative assistance as needed.
4. **MINISTRY EXPENSES** – The Church provides for expenses related to ministry – auto mileage, meals, conferences and retreats as approved by the Elders Board.
5. **EDUCATION** – Church provides a budgeted amount annually for professional development, in-service training and ministry enhancement materials.
6. **MINISTRY ASSESSMENT AND TRANSITION AGREEMENT** – The Church will ensure a well-qualified ministry assessment at least every two years (separate from an annual salary review) in order to provide mutually helpful communication about ministry encouragements or recommended improvements. The Church might also want to arrange that a proper agreement is in place to ensure a positive transition for the pastor and the church at the time of resignation.
7. **DENOMINATIONAL MEETINGS** – The Church provides for participation in Denominational Conferences and City Ministerial committees and events on a per-item basis as agreed by the Elders Board.