

Poplar Ridge Friends Meeting

SENIOR PASTOR

Full Time

I. PRIMARY FUNCTION

To promote the work of God's Kingdom at Poplar Ridge Friends Meeting through leadership, pastoral care, and the ministry of the Word.

Mission Statement

"Connecting a new generation to their lifelong purpose in Christ"

Purpose Statement

"To develop devoted followers of Jesus Christ"

II. REQUIREMENTS

- Must have a personal relationship with Jesus Christ, having accepted Him as Savior and Lord.
- Must be familiar with and committed to the church Mission and Purpose Statements of Poplar Ridge Friends Meeting.
- Must be in harmony with the teachings of Friends (Quakers) as outlined in the AFCM Affirmation of Faith and the Poplar Ridge Friends Meeting Statement of Faith.
- Should have previous training and/or experience as a pastor in a church setting.
- Must have a desire for personal growth and development in his/her calling as a Senior Pastor.
- Must be willing to be a "team player" with the rest of the ministry staff and leadership of the meeting.
- Must maintain regular time for reading God's Word and for prayerful, obedient responses to God's leading.
- His or her honesty, integrity, and ethics must be above reproach.
- Must support and be committed to the current planning goals for the meeting.

III. DUTIES AND RESPONSIBILITIES

A. Leadership

- Prayerfully work with Ministry & Counsel and Monthly Meeting to establish and promote a Spirit-led vision and goals for Poplar Ridge.

- Support and build up present leadership in the church through prayer and encouragement while mentoring other potential leaders.
- Model a servant yet visionary style of leadership to the congregation.
- Be available to committee chairpersons and others who function in leadership to help them develop in their area of ministry.
- Serve as ex-officio member of any and all committees.
- Maintain open communication with staff, leadership, and congregation about all matters related to the life of Poplar Ridge.
- Model an evangelistic ministry and lifestyle seeking to lead others to Christ and to train others to do so as well.
- Leadership is based primarily on the teachings of Scripture but also in accordance with Faith and Practice and in the spirit of Friends' testimonies.

B. Pastoral Care

- Must express equal care for each member of the Poplar Ridge church family.
- Be responsible for the visitation of shut-ins, hospitals, nursing homes, and other crisis situations while helping to develop ministries that will provide adequate care to a growing church family in times of need.
- Provide spiritual direction through listening, prayer, and counsel to members who desire to give attention to their spiritual lives.
- Attempt to provide encouragement and comfort to the weak and struggling persons in the meeting.
- Develop and participate in the discipling of new believers in Christ. Realizing that the pastor cannot care for and disciple every member at the same level, effort should be given to equipping other members to become disciple-makers, mentors, and caregivers who can in turn help others mature in the faith.
- Support the development of small group ministries that nurture individual growth and personal ministry.
- Be able to maintain confidentiality of members as they share personal burdens and concerns.

C. Ministry of the Word

- Must believe in the authority of Scripture and the Bible's relevance to the life and faith of the Christian.

- Should provide ample time for prayer, study of Scripture, and meditation in preparation for teaching and preaching ministry.
- Prayerfully seek to bring Biblical and practical messages to the congregation each week, which may include an altar call as led by the Holy Spirit.
- Is sensitive during Open Worship to the Holy Spirit's leading so that there may be opportunity for free expression of the Lord's message through the congregation's voice.

IV. AS STAFF

- Responsible for primary oversight of staff.
- The Senior Pastor is responsible to Ministry & Counsel (Elders) for his/her ministry and its effectiveness.
- Maintain regular office hours.
- Conduct weekly staff meetings for information sharing, planning and prayer.
- Attend and share responsibility in Atlantic Friends Christian Ministries activities.
- Submit a yearly self-evaluation to Ministry & Counsel.
- Meet with each staff member to review their yearly self-evaluation and submit to Ministry & Counsel.
- Is expected to submit a written report to Ministry & Counsel and to Monthly Meeting.

V. PERSONAL

- Devote 40 hours per week to this position.
- Participate in job-related conferences and workshops as time and opportunities allow.
- Allow two weeks of paid vacation/personal time for years 1 - 5; allow three weeks of paid vacation/personal time for years 6 - 10; allow four weeks of paid vacation/personal time for years 11+, with designated time off during the week.
- Senior Pastor is allowed two weeks of revival leave per year to hold services in other churches.
- Time for spiritual retreat and reflection can be presented to Ministry & Counsel for consideration.