

Senior Pastor Position Description
St. Paul's Lutheran Church and School
12345 Manchester Road
Des Peres, MO 63131

Purpose

The Senior Pastor provides spiritual and administrative oversight and leadership for the congregation as it follows the Great Commission given by Christ to the Church (Matthew 28:18-20), strengthening the saved and saving the lost.

Primary Duties and Responsibilities

- 1) To preach and teach the Word of God in its truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
- 2) To administer the holy Sacraments in accordance with their divine institution;
- 3) To perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to perform weddings and funerals; to admonish the indifferent and the erring.
- 4) To be supportive of the congregation's school, being present in the school frequently and teaching in the school, especially confirmation instruction, in conjunction with the other pastors.
- 5) To guard and promote faithfully the spiritual welfare of the members of the congregation, in particular, to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for communicant membership in the church;
- 6) To promote and guide the mission activity of the congregation as it is related to the local community and to endeavors of The Lutheran Church—Missouri Synod and its districts; in particular, to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
- 7) To help the congregation adopt administrative policies and procedures that will help it carry out the mission of the Christian congregation;
- 8) To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.

Additionally, the Senior Pastor

- 1) Provides vision for the congregation and all its entities as it seeks to provide dynamic ministry for the members of the congregation, the community, and the world.
- 2) Serves as the primary preacher for the congregation.
- 3) Provides leadership for the congregation in the area of stewardship, working closely with the Board for Stewardship.
- 4) Takes primary responsibility for developing a quarterly "Chancel Schedule" and "Master Schedule" of responsibilities for the pastors.

- 5) Provides vision and spiritual leadership for the congregation, especially in the area of adult education.
- 6) Provides leadership for the scheduling and publicity for the Institute of Theology sessions.
- 7) Provides supervision and oversight for Seminary Resident Field Education Students.
- 8) Provides ultimate supervision for all staff members, called and contracted, in their work and ministry so that there is unity and consensus centered on the vision for the congregation.
- 9) Plans and leads regular staff meetings and retreats.
- 10) Meets regularly with called staff members to discuss major issues/items needing attention.
- 11) Regularly attends Board of Elders and Church Council meetings, and monitors the work of boards, committees, and task forces and works with the congregation officers to build unity around a common vision for the congregation.
- 12) Works with the school principal, faculty, and School Board to provide spiritual oversight and leadership within the school, the early childhood center, and parents day out program.
- 13) Works with the budget committee to develop the annual budget, making sure ministry priorities are appropriately funded.
- 14) Supervises, hires, and terminates church support staff (termination does not include called workers).
- 15) Demonstrates care and concern for each staff member, in particular, for their spiritual, emotional, and physical well-being.
- 16) Provides an example for the rest of the staff in obtaining continued professional growth and in caring for his own spiritual, emotional, and physical well-being, in particular, in balancing the responsibilities of being a pastor, husband, father, etc., as applicable.
- 17) Promotes new ministry initiatives and gives direction to all congregation boards and committees.
- 18) Represents the congregation at various district, synod, and community gatherings.

Qualifications

The Senior Pastor will be a member in good standing on the clergy roster of The Lutheran Church—Missouri Synod. He will be a graduate of one of the Synod's seminaries with a Master of Divinity or higher degree. He will have at least ten years of parish ministry experience.

Accountability

The Senior Pastor is accountable to the congregation through the Board of Elders.

Date: November 2019