

# **LEAD PASTOR First Covenant Church, St. Paul, MN**

## **PURPOSE OF POSITION:**

The Lead Pastor provides leadership and direction to the creation, articulation, and realization of the identity, mission, vision and values of the church: to become an increasingly intercultural and intergenerational expression of the kinship of God. The Lead Pastor also works in the formation and implementation of worship themes and pastoral care strategies, provides supervision for key ministerial staff members, and represents both the Gospel and First Covenant Church to the wider world.

## **RESPONSIBLE TO:**

**Church Leadership:** Ministry Team and Leadership Team

**Direct Supervisor:** Leadership Team Chair

## **JOB RESPONSIBILITIES:**

### **Leadership/Discernment**

- Lead First Covenant Community to identify and process the changes and transitions needed to move forward faithfully in ministry.

### **Worship and Preaching**

- Provide leadership in collaboration with the ministry team to develop and implement the preaching and worship themes for each season of the church calendar.
- Prepare and deliver sermons regularly for worship services.
- Recruit and communicate with guest preachers that fit with the vision, mission, and message of FCC.
- Regularly administer the sacraments of the church, offering both infant and adult baptism.
- Meet weekly with worship planning ministry team members and meet regularly with worship design team to plan meaningful worship experiences where the theme is integrated throughout the worship service.

### **Teaching**

- Co-lead the Wednesday night adult Bible study during the program year.
- Team-teach Confirmation curriculum during the program year, ensuring a meaningful Confirmation experience, in tandem with the Minister of Youth and Families.
- Teach and participate in Sunday morning Spiritual Growth Hour opportunities as needed, coordinating with the Associate Pastor and other ministry team members as appropriate.

### **Personnel Oversight**

- Engage in recruitment, leadership development, team building, vision casting, and strategic planning with ministry team and key lay leaders.
- Provide direct and/or indirect supervision of pastoral, ministerial, and administrative staff positions.
- Meet weekly with the Ministry Team. Meet with direct reports to ensure coordination of effective ministry.
- Serve on the Transition/Personnel Committee and other search committees, as needed.

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## **Pastoral Care**

- Provide pastoral care to the First Covenant community: respond to the immediate spiritual, emotional, and physical needs of the congregation, including those in crisis, implement regular processes of pastoral care for individuals and families, collaborate with other key ministry team members and lay leaders as appropriate.
- Oversee use of benevolent funds in accordance with established guidelines and approvals.
- Provide 12 hours of premarital counseling to couples who seek to be married at FCC or by a FCC pastor; help plan the wedding ceremony and then officiate the service, as requested.
- Oversee the planning and leading of funerals.

## **Administrative**

- Serve on the Leadership Team, Budget Team, Generous Living Team, Personnel Team, and other teams, as needed.
- Respond to emails and other communications in a timely way.
- Work directly with appropriate Ministry Team members to ensure communication is accurate, engaging, and current (includes website, weekly emails, and printed materials).
- Filing, reimbursements, and other administrative responsibilities.
- In coordination with the Associate Pastor ensure weekly staff meeting agenda is covering the comprehensive and relevant needs of the church.

## **Community, Conference, and Denominational Responsibilities**

- Meet regularly with key team members of the partners who meet in our building and on our property and other FCC team members as we continue to grow in our understanding of what collaborative partnership looks like.
- Serve the larger church by serving on various denominational boards, committees, and/or partner boards or committees as appropriate.
- Act as the church liaison to key ministry partners including those involved with local and global outreach: meet with and provide support to key mission partners, and attend partner's key events.
- Consult with FCC Lay leadership if needed, as they represent First Covenant Church to the Northwest Conference and the ECC.

The responsibilities listed above are representative of the job and are not all inclusive.

## **BASIC QUALIFICATIONS & EXPERIENCE:**

- Pastoral ministry staff servant-leadership positions are created to help the congregation fulfill Christ's purposes in the world and within the congregation.
- Pastors of the church shall meet the qualifications for character, giftedness, and call set forth in the Holy Scriptures.
- The Senior Pastor shall be an ordained pastor with a Master of Divinity degree from an accredited theological seminary. A pastor shall be a member of the church by virtue of the call to serve the church.
- Demonstrable experience and comfort using cloud-based technology (Google Docs, Canva, Planning Center, and other platforms as examples)
- Must successfully pass a criminal background check.