

Peninsula Lutheran Church
A Church of Grace & Mission
6509 38th Avenue NW, Gig Harbor, WA 98335

JOB DESCRIPTION

POSITION: **Senior Pastor**

Position Purpose: The Senior Pastor is to provide spiritual and pastoral leadership to the membership of Peninsula Lutheran Church. The Senior Pastor will serve as the chief administrator of the congregation so that it might fulfill its mission and purpose as the body of Christ. The Senior Pastor will preach, teach, and administer the Sacraments and give primary leadership in the ministries of Worship, Administration, Stewardship, and Outreach.

Supervision: The Senior Pastor serves under the supervision of the Leadership Team.

Responsibilities: Subject to review and adjustment in conjunction with the Leadership Team, the following constitute the major responsibilities of the Senior Pastor:

I. Worship

1. To regularly preach and teach the Word of God and administer the Sacraments in the congregation.
2. To plan and lead worship in conjunction with the other pastors of the parish, the Director of Music, and the Worship and Music committee.
3. To officiate at special services such as weddings, funerals, nursing home services, etc.
4. To work with the Director of Music to develop and maintain a music program for all ages and to integrate music into worship and other areas of the congregation.

II. Administration

1. To oversee the administration and management of all areas of the congregation's ministry, working with Leadership Team and appropriate committees and staff.
2. To support and assist the Associate Pastor(s), Director of Youth and Education and staff who have primary responsibility in the ministries of education, youth, social action, pastoral care, fellowship, health, and older adults.
3. To support, supervise, manage and evaluate, in conjunction with the Personnel Committee and Leadership Team, the paid church staff. Participate in the screening and hiring of non-ordained staff and calling of ordained staff. To build a sense of team-work among church staff and hold regular staff meetings to coordinate the ministries of the church and facilitate communication.
4. To work with the Property and Maintenance Committee to see that the facilities of the church are functional and in good repair.
5. Provide an Annual Report to the congregation, summarizing his/her ministries for the year.
6. Oversee and be responsible for the submission of the annual paroachial report to the Southwest Synod Office and the ELCA.
7. To work with the leadership team to set the direction of the church and establish the mid and long term goals of the church.

III. Stewardship

1. To work with the Stewardship Committee to promote, educate, and advocate responsible biblical stewardship in the congregation.
2. To regularly consult with the Leadership Team and the Audit & Finance Committee concerning financial matters of the congregation.
To oversee and promote congregational benevolence and mission through ongoing synodical support and by meeting community needs as they arise.

IV. Outreach

1. To work with the Mission Outreach Team, (MOT), to implement ministries that reach out to the un-churched, in-active church members and new residents of our community with the good news of the Gospel of Jesus Christ.
2. To direct the assimilation of new members into the life of the congregation in conjunction with the committees and organizations of the congregation.
To encourage all organizations and ministries of the church to carry out their work with an emphasis on welcoming others to participate in the mission work of Christ.

V. General Pastoral Responsibilities

1. To provide pastoral care by assisting the Associate Pastor(s) (position vacant) and in conjunction with other staff, committees, and member care-givers through visitation, counseling, and prayer.
2. To make appropriate referrals when necessary and quickly respond to crisis situations which arise in the congregation.
3. To assist the Director of Youth and Education in teaching children, youth, and adults in the Christian education program of the congregation.
4. To work with the Director of Youth and Education in the planning and teaching of Confirmation.

Working Conditions

The position of Senior Pastor requires great flexibility in hours available for work, including evenings and weekends. The pastor should be in the office a sufficient amount of time for accessibility to members of the congregation and for regular communication with members of the church staff.

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