



# Chilson Hills CHURCH

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## SENIOR PASTOR JOB DESCRIPTION

SEPTEMBER 2021

Job Title: Senior Pastor  
Status: Full-time, Salaried  
Reports to: Executive Ministry Team

### **I. Principle Function: Connecting together in Christ to serve ALL God's people**

To spread a passion for the supremacy of God in all things, for the joy of all people through Jesus Christ by providing pastoral leadership for the congregation, staff, and the community of Chilson Hills Church. Thus enabling the church staff and congregation to better carry out its mission, to preach the Good News of the Risen Christ (Luke 4:18).

### **II. Responsibilities:**

- a. Live meaningfully - This involves the creative care of God's beautiful planet and people and sharing of the gifts and resources given by God.
- b. Maintain a regular program of study in order to plan and conduct meaningful worship services.
- c. Prepare for and conduct worship services that lead the congregation in proclaiming the gospel to the church and community through Biblically based, life-relevant sermons.
- d. Lead in the education, development, and continued growth of the Deacons.
- e. Visit members and prospects, and to guide the Deacons in a visitation program.
- f. Provide administrative leadership for the total church program. To serve as an administrator of church programs and ministries by facilitating communication and recommending appropriate ministries/programs to the appropriate persons.
- g. Supervise other members of the church staff according to staff organization.
- h. Perform wedding ceremonies and conduct funeral services.
- i. Work with team leads in performing assigned responsibilities. Be available for and assist in training as needed.
- j. Cooperate with, and lead the church in cooperating with, associational, state (ABC/MI), and denominational leaders. Keep the congregation informed of developments within the denomination.
- k. Serve as a representative of the church throughout the community.



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- l. Writing an annual report/vision paper to the congregation (i.e., a “State of the Church” report).
- m. Foster healthy communication at Chilson Hills, digitally and relationally. Advise and assist church staff and ministry teams on all communication platforms.

### **III. Essential Ministry Responsibilities:**

- a. Congregational Care: The Senior Pastor will maintain a clear focus on congregational care, dedicating a significant portion of their ministry towards crisis care, counseling, weddings, funerals, relationship building, etc.
- b. Overall priority goals: Set church-wide goals intended to focus attention on common objectives, unifying the staff and congregation in our common mission. The Pastor will assist the ministry teams to fulfill these goals.
- c. Understand current cultural influences and geographic context surrounding the Church and the opportunities and challenges arising from that context.
- d. Facilitate the creation and implementation of the Church budget, providing oversight, direction, recommendations, and proposals as appropriate.
- e. To provide counseling to members and nonmembers and to keep confidential such communication.
- f. To Love Unconditionally, is to accept God’s “no strings attached” love for us and be willing to love others in the same way

### **IV. Growth: Ensuring that the congregation is growing in the knowledge of God and biblical truth by:**

- a. Casting vision and strategy for future spiritual and congregational growth.
- b. Regular vision casting for the congregation: Development of a contextualized preaching plan incorporating a proactive vision for the well-being of the people.
- c. Regular, joyfully engage in expository exultation.
- d. Seeking, requesting, and evaluating feedback given about the preaching.
- e. Overseeing all teaching, such as Sunday school classes, bible studies, and small group.



- f. Ensure the congregation is actively engaged in an outreach by:
  - i. Confirming the call of God by commissioning those called to outreach.
  - ii. Setting an example for the staff and congregation on what it means to be outreach oriented.
  - iii. Celebrating the work the Lord is doing globally.
- g. Lead the processes for membership and baptism for all people desiring covenant membership and baptism.
- h. To proclaim the gospel with the goal of reaching persons for Christ and fostering academic, emotional, social, and spiritual growth.
- i. To love and affirm persons and families within the fellowship without bias or prejudice.

**V. Professional Requirements:**

- a. This is a leadership position with irregular and varied work hours
- b. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes important decisions regarding administrative issues.
- c. Establishes strong and appropriate relationships with all staff, church members and the community. Develops smooth and constructive relationships throughout the Church.
- d. Conveys a professional and positive image and attitude regarding the Lord and the Church

**VI. Work Environment:**

- a. There is regular interaction with other employees and guests.
- b. The noise level in the office work environment is usually low.
- c. Travel may be required periodically.