

**Job Description – Lead Pastor
Richmond Hill Pentecostal Church**

1. General Responsibilities

The Lead Pastor functions as the spiritual overseer and visionary leader of the organization and works in cooperation with the Board to implement and provide spiritual and administrative leadership for the organization aimed at fulfilling its stated goals and purposes.

2. Preaching and Teaching

This is the primary and central responsibilities of the Lead Pastor comprise the following specific functions:

- a) Primary teacher of the Word of God with love, faithfulness, impartiality, courage, and fearfulness knowing that he will be held accountable for the spiritual welfare of those individuals identifying with the Church (Hebrews 13:17).
- b) Primary leader of all congregational ministry services including the administering of communion, water baptisms, baby dedications, pastoral counselling, weddings, and funerals, and all events and activities associated with the organization's mission.
- c) Primary leader in planning and delivery of programs with a focus on disciple-making and equipping the saints for the work of the ministry with priorities in the areas of worship, instruction, fellowship, evangelism, and service.
- d) De facto leader of all missional and ministry activities and committees of the organization, providing wise leadership and proper stewardship of the organization's resources to ensure effectiveness and efficiency.

3. Ministry Leadership

The Lead Pastor is responsible for the strategic planning and coordination of staff and volunteers toward fulfillment of the organization's purpose. The Lead Pastor will define vision and strategic goals as a primary visionary by:

- a) Coordinating/leading meetings and other activities to deliver programs and activities aimed at fulfilling church ministry objectives and goals;
- b) Ensuring that staffing, facilities, and programs are effectively aligned to meet objectives and goals and are carried out with organizational and ministry excellence;
- c) Monitoring the spiritual pulse of the congregation by demonstrating pastoral love and care, praying for people, and motivating believers to develop their gifts and talents;
- d) Fostering unity and developing a collaborative atmosphere based on Christ-like attributes such as love, humility, prayerfulness, holiness, maturity, and grace;

- e) Cultivating teamwork among ministry leaders by leading by example, serving others, and providing cooperative encouragement, counsel, and prayer support.

4. Ministry Coordination

The Lead Pastor oversees and executes the administration of the various church functions through lay officers and/or leadership teams to ensure the organization's business and logistical support functions with excellence. This involves:

- a) Overseeing the pastoral care needs of the congregation by providing hospital visitation, home visits, and pastoral counselling and empowering others to serve under in this capacity to ensure the families of the church are well served;
- b) Supervising pastoral staff by providing visionary leadership, mentorship, and oversight to demonstrate pastoral unity, effectiveness, and efficiency;
- c) Supervising of office staff by providing professional direction for the effective functioning of the front office, reception, and administrative functions;
- d) Demonstrating fiduciary responsibility of the organization by adhering and ensuring fidelity to church policies and procedures for the protection of the organization, its leaders, and volunteers, and for the effective function of the organization;
- e) Providing professional leadership at all staff meetings, Board meetings, and Congregational Business Meetings.

5. Accountability

- a) The Lead Pastor files monthly reports to the Board on the overall missional health and progress of the organization
- b) The Lead Pastor receives an annual evaluation/review conducted by the Board to ensure accountability, organizational wholeness, and ministry effectiveness;
- c) The purpose of the evaluation is to identify strengths as well as areas for improvement and to set specific goals for the pastor's personal development.

6. Work Schedule Expectations

The expectations are such as the Lead Pastor is expected to serve the congregation with a Christ-like attitude and servant's heart. The weekly work schedule is determined according to the missional, visionary, and pastoral well-being of the organization as the primary determinant of office and ministry hours worked per week.