

# ***VALLEY COVENANT CHURCH***

## **PASTOR JOB DESCRIPTION**

The Pastor at Valley Covenant Church is the only paid staff pastor although there is a part-time paid administrative assistant. The pastor is responsible for the preaching, teaching and pastoral ministry of the church and will serve with the Council to oversee direction of the church. This job description provides expectations for duties of the Pastor at VCC.

### **1. Oversight and Accountability**

The Pastor reports directly to the Council and serves on the Council *ex officio*. The Council chair and Pastor work together in facilitating the priorities and agenda for the Council. The Pastor also reports to and attends a Pastoral Relations Committee, which provides pastoral care and serves as liaison between the congregation and the pastor. All leadership direction and decisions should be in accord with the Evangelical Covenant Church (ECC) Covenant Affirmations and the Constitution and Bylaws of VCC.

### **2. General Principles and Behavior**

The Pastor is responsible to:

- Preach and teach the Bible, both Old and New Testaments, as the Word of God and the only perfect rule for faith, doctrine, and conduct
- Administer the sacraments, Baptism and the Lord's Supper
- Provide leadership for VCC in its responsibility to witness for Christ and grow in prayer and discipleship.
- Give oversight to the administrative assistant and to volunteers leading ministries of the church, encouraging and empowering them to serve God and the church effectively.
- Provide leadership in the discernment of God's desire and vision for VCC
- Live in harmony with the Word of God, providing by God's grace a worthy example in Christian living in word and deed and avoiding conduct that might endanger the faith of others
- Prioritize keeping a balance among pastoral duties, family life, and personal spiritual renewal, including taking regular times for self-care: prayer, reflection, study, rest, etc.
- Live consistently with the Word of God, the Covenant's Rules for the Ordered Ministry, its Ethical Principles for Covenant Ministers, and the Constitution and Bylaws of VCC
- Keep the practices and teachings of VCC in harmony with the broader, communally discerned positions of the ECC

### **3. Worship, Preaching, and Teaching**

The Pastor is the primary preacher for worship services and will:

- Spend adequate time in study, prayer, and preparation for each service
- Coordinate with the worship team in planning and leading services
- Be accountable for setting the preaching schedule
- Incorporate gifted laypeople into worship, preaching, and teaching and seek to develop their gifts

- Officiate at weddings and memorial services for the people of VCC
- Teach the confirmation classes

#### **4. Administration**

The Pastor's basic administrative duties are:

- Directly supervise the administrative assistant
- Provide input to the administrative secretary on appointments, availability, bulletins, newsletters, and other correspondence, as needed
- Meet regularly with the Deacons to oversee congregational member care
- Ensure the Pastoral Relations Committee is functioning for pastoral care and communication from the congregation.
- Communicate with the Council to ensure staffing, facilities, finances, and ministries/programs are meeting goals
- Meet monthly with the Council and on an as-needed basis with the chairperson

#### **5. Involvement in Church Ministries**

Valley Covenant consistently has a broad participation by volunteers in serving and leading ministries of the church. The pastor is expected to understand the responsibilities and roles of each ministry and be responsible to:

- Provide theological and pastoral oversight to all ministries
- Be available to meet with individual ministry teams and leaders to mentor and equip them
- Offer a membership class for potential new members as needed
- Provide pastoral care for congregational members in coordination with the Deacons, including visitation in times of crisis, hospital visitation, care for shut-ins, counseling, and oversight of practical benevolence needs
- Ensure communication is made with visitors
- Promote development of and participation in weekly Bible studies and fellowship groups
- Encourage and empower the congregation to visibly engage the community through service and evangelism
- Promote and participate in the global missions engagement of the church
- Be present for and participate in ministry events

#### **6. Relationship to the Broader Church and Community**

- Encourage support of the mission of the national ECC and our regional conference
- Actively participate in the PacNW Conference and Ministerial Association
- Attend Covenant meetings, such as the Annual Meeting, Mid-Winter Conference, and PacNW Conference Annual Meeting
- Develop and maintain relationships with other pastors in the PacNW Conference and in the Eugene-Springfield community, including by participation in One Hope.
- Develop and maintain connections with local mission partners and nonprofits