

Lead Pastor Position Description

This position description is a supporting document to the Lead Pastor Profile, which outlines the key characteristics and competencies that we are seeking in a Lead Pastor. In order to provide further clarity, the following is a summary of the chief responsibilities and roles required to successfully perform the position.

The Lead Pastor provides spiritual and pastoral leadership as well as general oversight to the ministries and operations of Pacific Community Church (PCC), aligning with the Board approved Mission and ministry strategies, all for the glory of God and the building up of the church body.

The primary role of the Lead Pastor is to give their full attention to the ministry of the Word and prayer, always striving to walk uprightly before God in their personal life and character, while seeking God's direction for His church. The Lead Pastor shall endeavor to lead and teach the congregation according to the teachings of Scripture, holding true to the church's Statement of Faith, Core Values, Mission and Vision Statements, Constitution and By-laws, and governing policies.

The Lead Pastor will ensure that the executive and operational aspects of PCC's governance are carried out in conjunction with the Board of Elders. Along with other staff and lay leaders, they will provide visionary leadership for the church, being a key champion of the church's mission.

Roles and accountabilities:

Feeding:

- **Preaching/Teaching**
 - The Lead Pastor will oversee the preaching schedule and theme content, working with the Worship Pastor to cultivate an engaging worship experience that is God-centered, biblically-based, theologically anchored, and witnessing to the supremacy of Christ and His gospel in all things.
 - They will share the pulpit, taking personal responsibility for a minimum of 70% of weekend services.
- **Prayer**
 - The Lead Pastor, will consistently devote time to the Word of God and prayer. They must strive to maintain a healthy inner life characterized by a growing walk with God. In conjunction with the other pastors, they will give leadership to fostering prayer within the congregation.
- **Pastoral Ministry**
 - The primary shepherding role of the Lead Pastor will be with their staff and elders. They will assist in caring for the congregation and participate in the officiating of weddings and funerals.

Leading:

- **Team Ethos and Staff Management**
 - The Lead Pastor is responsible to foster a culture of collaboration among staff and lay leadership, developing, directing, empowering, and supporting them for the purpose of effective volunteer ministry and community. They will have direct management of the

- Pastoral Staff, ensuring a weekly one-on-one meeting with their key staff.
- They are responsible for chairing all staff meetings, ensuring the coordination of ministries, fostering staff communication, and supporting team development.
 - The Lead Pastor has responsibility for the recruitment, appointment, evaluation and support of the Pastoral Staff, for participating in the screening and hiring of non-pastoral/administrative staff, and for salary determination for all staff.
- **Governance**
 - The Lead Pastor will be a full voting member and the Chair of the Board of Elders, meeting monthly with the Vice Chair in order to plan and develop Board agendas.
 - They will provide regular updates pertaining to the progress and work of church staff and ministries.
 - The Lead Pastor has the prerogative to appoint their Vice Chair to lead the meetings of the Board of Elders.
 - **Stewardship**
 - Working through the Executive Pastor, and in consultation with the Board of Elders, the Lead Pastor is responsible for the general oversight, administration, and management of all areas of the church's ministries.
 - Working closely with the Board of Elders and the Executive Pastor, they will assist in promoting congregational giving and fostering good stewardship of church resources by church staff and ministry leaders.
 - **Small Group Ministry**
 - The Lead Pastor will give support to the nurture of small group ministry by the Community Life Pastor and regularly encourage the congregation from the pulpit to also participate.
 - **Outreach**
 - The Lead Pastor will maintain an active role in the local community, personally modeling a lifestyle of evangelism and seeking ways for the church to interact with and reach people within the broader community, and casting vision for cross-cultural mission within the congregation.
 - **District Ministry**
 - The Lead Pastor will contribute to the work of the Christian and Missionary Alliance through periodic participation on District Committees, regular attendance at District and National Conferences, and provision of preaching and conference speaking, as invited and approved by the Board.

Working Relationships:

Responsible for:

Executive Pastor, Worship Pastor, Youth & Community Life Pastor, Children's Ministry Pastor.

Responsible to:

Board of Elders

Working Closely With:

Board of Elders, Pastoral Staff, Administrative Staff, Lay Ministry Leaders