



# ZION LUTHERAN CHURCH

301 S. River Street – Newberg, Oregon 97132

## JOB DESCRIPTION

### *Congregation Pastor*

**BASIC FUNCTION:** The Pastor is to provide spiritual and pastoral leadership to the membership of Zion Lutheran Church. The 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 Pastor will preach, teach, and administer the Sacraments and give primary leadership in the ministries of Worship, Stewardship, Outreach, and Administration.

**QUALIFICATION:** Only duly-ordained Lutheran clergy may be called to serve as a Pastor of this congregation.

**RESPONSIBILITY:** Subject to review and adjustment in conjunction with the Church Council, and consistent with the faith and practice of historical Lutheranism, every ordained minister shall:

#### I. **Worship/Ministry**

- A. Preach the Word of God
- B. Administer the Sacraments
- C. Conduct public worship
- D. Provide pastoral care
- E. Speak publicly to the world in solidarity with the poor and oppressed
- F. Officiate at special services
  - 1. Marriage Ceremonies
  - 2. Funerals/Memorial Services
- G. Offer instruction
- H. Confirm members
- I. Visit the sick and distressed

#### II. **Stewardship**

- A. Assist the Church Council and Stewardship Committee with financial matters of the congregation.
- B. Oversee and promote congregational benevolence and mission through ongoing synodical support and by meeting community needs as they arise.

#### III. **Administration**

- A. Oversee the administration and management of all areas of the congregation's ministry in consultation with the Church Council and appropriate boards, committees, and staff.
- B. Supervise all schools and organizations of this congregation.
- C. Install regularly-elected members of the Council
- D. Support, supervise, manage, evaluate, and discipline the staff of the congregation acting as a member of the Church Council Executive Committee. Participate in the screening and hiring of non-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.

- E. Work with and serve as the staff representative to the following committees:
  1. Care and Concern Committee
  2. Evangelism Committee
  3. Christian Education Committee
  4. Property Committee
  5. Stewardship Committee
  6. Worship and Music Committee
  7. Staff Support Committee
  8. Church Council and the Council Executive Committee

**IV. Outreach**

- A. Work with the congregation to implement ministries that reach out to the unchurched, inactive, and new residents of our community with the good news of the Gospel of Jesus Christ.
- B. Direct the assimilation of new members into the life of the congregation in conjunction with the Council, committees, and organizations of the congregation.
- C. 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**

- A. Provide pastoral care in conjunction with other staff, Council, committees, and member care-givers through visitation, counseling, and prayer.
- B. Make appropriate referrals when necessary.
- C. Quickly respond to crisis situations which arise in the congregation.
- D. Assist in teaching children, youth, and adults in the Christian education program of the congregation.

**WORKING CONDITIONS:** The position of 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.

**COMPENSATION:** Compensation package negotiable depending on education and experience.