

Job Description – PASTOR

POSITION TITLE: Pastor, Senior Pastor or Lead Pastor

POSITION SUMMARY:

The pastor is the chief servant-leader of Aylmer Evangelical Missionary Church. The pastor serves as an elder, vision-caster, preacher-teacher, teambuilder, and spiritual caregiver who can relate to people of different ethnic, socio-economic, and generational backgrounds.

QUALIFICATIONS:

- A personal testimony of faith in Jesus Christ as Lord and Saviour
- Has been baptized as a believer by immersion.
- Consistent spiritual and moral character that is demonstrated in one's personal life, marriage and family, and conduct with others in both the church and the community, in addition to aptness to teach and ability to lead, as taught in 1 Timothy 3 and Titus 1.
- An Ontario Secondary School Diploma or equivalent
- A Bachelor's Degree, preferably a BTh, BRE or BA from an accredited Bible College
- A graduate degree (MA, MTh, MDiv, etc.), while not required, is encouraged.
- Agreement with the constitution, articles of faith and practice of the EMCC
- Has been, or is able to be, approved for ministry and credentialed (license or ordination) by the EMCC.
- Agreement with the purpose-mission, values, vision, bylaws, and policies of the EMCC and Aylmer Evangelical Missionary Church (AEMC).

ORGANIZATIONAL RELATIONSHIPS:

- Serves as voting member of the Board of Elders and may serve as the Elders' chair.
- Serves as an ex-officio, advisory, non-voting member of the Board of Directors.
- Serves as trainer, equipper, coach, and encourager among the church's ministry leaders and committee members.
- Works supportively with the worship committee and worship teams.
- Serves as an ex-officio member of the nominating and discernment committee.
- May serve as an ex-officio member of other committees of the church.
- Communicates regularly with the Regional Minister assigned to AEMC by the EMCC.

REPORTING RELATIONSHIPS:

- Updates the Board of Elders and the Board of Directors at their regular meetings.
- Provides the Elders and Directors with an Annual Ministry Plan.
- Served by the Pastoral & Staff Relations Committee that meets regularly for ongoing support and encouragement and annually for performance review.
- Reports in writing to the congregation through the Annual Report.
- Reports annually to the EMCC.

MAJOR DUTIES AND RESPONSIBILITIES:

PERSONAL LIFE AND MINISTRY

- Maintain a personal walk with the Lord. Private devotion, prayer and reflection must be the foundation for pastoral ministry.
- Maintain balanced and healthy relationships, whether in singleness or marriage and family life.
- Be in the habit of reading regularly with the purpose of further education and development.
- Be diligent to grow in character and personal integrity, endeavoring to be an example to the flock and the community as one who pursues godliness and Christlikeness.
- Schedule times for extended prayer, study and reflection, seeking God for vision and direction in leading and feeding the church-family.

PREACHING AND WORSHIP

- Preparation for Sunday sermons, Bible studies, etc. Preach the Word and do the work of an evangelist.
- The pastor shall provide leadership to AEMC's in-house preaching-teaching team, to ensure that they are regularly involved in the Sunday preaching-teaching ministry.
- Work with the Worship Committee and Worship Teams to provide requested inputs, planning and organizational support for weekly worship services and for special services and seasons of the year and Christian calendar.
- The pastor will regularly officiate baptism and communion and is welcome to share ministry in these areas with the elders and other reliable, faithful people in the congregation.

LEADERSHIP DEVELOPMENT, EQUIPPING AND TEAMBUILDING

- Work actively with leaders within the congregation to encourage and develop gifts, to enhance effectiveness, to resolve concerns and to foster AEMC's purpose, values and vision.
- Be a servant-leader with a team spirit. Equip, encourage, and empower others to do the work of ministry.

ADMINISTRATION

- Provide oversight and support to the other church staff. Provide them with timely communications so that they have the information and means to serve with excellence.
- Coordinate with the church's secretary/administrative assistant for training, encouragement, giving of assignments and the timely passing along of details for bulletins, calendars, announcements, schedules, promotions, and any other clerical tasks.
- Communicate to the property manager or the custodian any needs that require attention.
- Correspond with, schedule, and coordinate special speakers, pulpit supply, mission agency representatives or special ministries. Work with the elders, treasurer and the Missions Committee Chair regarding such matters as interest, suitability, scheduling, billets and honoraria.
- Communicate, delegate, and pass on to all key church leaders (E.g., directors, secretary/administrative assistant, missions committee, youth director, children's director, etc.) correspondence, contacts and critical information, so that they serve with excellence.

STRATEGIC PLANNING, PURPOSE, AND VISION

- Work with the Elders and Board of Directors in seeking the Lord's guidance concerning the direction and goals for the congregation.
- Equip and encourage teams and ministries around the church's vision, purpose, mission, and values to ensure that they are being kept in balance and pursued in effective ways.

CONGREGATIONAL RELATIONS AND PASTORAL CARE

- Plan for visitation and counseling time to encourage and support the congregation, its households and individuals in their journey as followers of Jesus.
- Make use of and strongly encourage congregants to benefit from AEMC's congregational care ministry.
- Respond promptly to emergency, crisis and hospitalization needs of congregants, involving others where appropriate.
- Be prepared to address in a Scriptural manner areas of concern requiring admonishment, correction, and church discipline. This is to be done in consultation with the Elders.
- Be prepared to serve at weddings, funerals, baptisms, child dedications, and other sacred actions or ministries of Christian worship.

KINGDOM, MINISTERIAL, COMMUNITY AND DENOMINATIONAL INVOLVEMENT

- Be available to participate in and represent the congregation at the Regional and Denominational levels of the EMCC in consultation with the Elders and Board of Directors.
- Represent the Church in the EMCC in matters of policy, promotion of national ministries, presentation of church concerns, etc. at the EMCC General Assembly and other forums arranged by the EMCC.
- Be engaged in the community through involvement in community organizations, groups and/or clubs.
- Represent the church in the local ministerial and work cooperatively with other congregations and/or community and para-church agencies in reaching out to and serving our community.

Prepared by the Pastoral and Staff Relations Committee,
April 5, 2023