

General Policy for Pastors

St. Paul's Evangelical Lutheran Church

St. Paul's Evangelical Lutheran Church has called a Senior Pastor, and an Associate Pastor. For the purpose of effectiveness and good order, the Senior Pastor will be the administrative pastor and will perform administrative duties in the organization. Both pastors will have general, overall pastoral responsibility, not being excluded from any area of ministry.

Each pastor shall be recognized as an ordained servant of the Church regardless of specific title (title will be secondary in terms of pastoral responsibilities; a goal of team ministry will be a continual guideline) and shall have every opportunity to exercise a ministry of Word and Sacrament.

The Congregation Council will meet at least annually with the pastors, individually and collectively, for dialogue concerning the pastoral ministry of the congregation.

Both pastors will be members of the Church Council with voice and vote. Neither pastor will serve as President of the Church Council.

Each pastor will be encouraged to exercise his/her initiative and creative abilities for the best use of his/her talents, and the fullest expression of the ministry of the parish.

Pastoral acts, will be performed as requested by parishioners, in mutual agreement by both pastors.

The pastors are encouraged to participate in at least thirty hours of continuing education each year to strengthen their ministry. Adequate and appropriate time will be provided upon consultation with the Staff Support Committee and the Congregation Council for each pastor to participate in such programs.

The Senior Pastor will have responsibility for the general administration of the congregation through the Congregation Council. In the temporary absence of the Senior Pastor, the Associate Pastor assumes the primary responsibilities in general administration.

All personnel responsibilities are the direct responsibility of the Congregation Council. The Senior Pastor, or his designate, will be responsible for the day-to-day supervision of church staff and contractors. The Congregation Council will plan, and implement all personnel strategies.

Both pastors will relate to all committees and to groups not directly related to committees. Each pastor will have either primary or secondary responsibility for each ministry as detailed or delegated.

The preaching schedule will be mutually agreed upon between the pastors. Both pastors will share preaching, teaching, and ministering to the members. When possible, both pastors will participate in Sunday Services of Worship, funerals, Advent services, Lenten services, and midweek or special services. The schedule will be presented monthly to the Congregation Council. When a pastor is to be away from the parish, he will notify the Congregation

Council in advance. In the case of an emergency, the Pastors will notify the President of the Congregation Council.

Pastors are encouraged to use their annual leave. They will schedule this leave in advance, and in writing to the Congregation Council for approval. Leave will be tracked and kept in the personal file for each pastor. It is the responsibility of Staff Support to keep files current.

The Senior Pastor will have overall supervisory responsibility for the Associate Pastor and staff. Any personnel issues should be handled in accordance with the Personnel Policies Guidelines. It is important to keep Staff Support Committee informed of any ongoing issues with any staff member. The Staff Support Committee will inform the Executive Council. The Congregation Council will take ultimate responsibility for the termination for cause of any staff person.

Spiritual Self-Care

Since pastors are engaged in their work during normal Sabbath times, it is expected that they diligently seek time for their personal spiritual care. Specifically, they should take the following opportunities:

- ☒ One full day each month for prayer as a necessary ministry of absence.
- ☒ One day each month for participation in a peer growth group.
- ☒ At least one day off each week.

The pastors will keep the Church Council informed as to their general schedules. A yearly calendar will be kept for planning and for the purpose of informing the Church Council of the pastor's time away from the parish.

The pastors will endeavor to provide office coverage throughout the week, making themselves available to the members for counseling, prayer and assistance. Sharing the duties and responsibilities of the day-to-day operation will be beneficial to the church and to its members.