

**Holy Trinity Lutheran Church
Hickory, North Carolina**

**Job Descriptions for
Senior Pastor and Pastor**

Responsibilities Pastors Share

NOTE: THE * RESPONSIBILITIES ARE NEGOTIABLE BETWEEN THE PASTORS

- Preaching
- Pastoral care
- Worship leadership
- Counseling
- Baptisms, weddings, funerals
- Crisis ministry
- *Relating to the Women of the ELCA, Trinitarians, Men's Group
- *Retreat and small group life of the congregation
- *Relationship with community activities
- *Relationship with church institutions/agencies
- *Ecumenical relations

PRIMARY RESPONSIBILITIES FOR SENIOR PASTOR

- Coordinating the development of a positive and spiritually enriching climate for ministry in the congregation
- Congregational planning
- Relating to the following committees/groups:
 - Finance Stewardship Personnel
 - Worship and Music (shared with associate pastor)
 - HTCL Foundation Property Evangelism
- Supervision of the development and production of church publications (The Servant, The Annual Report, etc.)
- Parish administration
 - Daily operations
- Staff supervision:
 - ○ Associate Pastor
 - Pastoral assistants (retired)
 - Youth and Families Minister
 - Music Minister
 - Organist
 - Young Children and Volunteers Minister
 - Parish Administrator who supervises:

- Building and Grounds Supt.
- Receptionist
- Parish Secretary
- Church Hostess
- Kitchen Staff

PRIMARY RESPONSIBILITIES FOR ASSOCIATE PASTOR

- Relating to the following committees/groups:
 - Educational Ministry, including Wednesday Church Family Night
 - Social Ministry, Global Missions
 - Youth and Family Ministries and Scouting Programs in cooperation with staff for this area.
 - Care Givers (members who visit, call, write others who have special needs)
 - Parish Life Ministries (parish fellowship and retreats) & Caring Communities (31 geographical groupings within the congregation)
 - Worship/Music (shared with Senior Pastor)
 - Developing and coordinating educational and fellowship ministries for:
 - Post-secondary school-age young adults
 - Adults (age 22+) and singles

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