

**JOB DESCRIPTION**  
**Coordinating Team Pastor**  
**Bethany Lutheran Church**

**I. ROLE**

Preach and teach the Word of God, conduct worship services, administer the sacraments, and provide pastoral care and leadership in accordance with the Evangelical Lutheran Church in America and the constitution and bylaws of this congregation. The Coordinating Pastor is called to provide supervisory leadership for the ministry team and the church. The person accepts the responsibility to insure the mission of Bethany is meeting the needs of the members, community and the world. The Coordinating Pastor will provide the leadership in developing and fulfilling a vision for the ministry of Bethany, which is shared by the ministry team and leadership of the congregation. This person will share administrative duties with other staff members, assigned committees and the Church Council leadership.

**II. ACCOUNTABILITY**

Directly accountable to the Church Council. Discuss with the Council all matters of policy or programs that impact upon the professional staff and the congregation. After such matters have been tried or discussed, they must then reach agreement with Church Council before they are the policy of the church.

**III. GENERAL RESPONSIBILITIES**

Responsible for the pastoral ministry of the congregation and supervise these ministries.

- A. Maintain pastoral office hours at the church and a work schedule agreeable to the Church Council.
- B. On call twenty-four hours a day for special or emergency pastoral services; however, this responsibility shall be shared equitably with other pastors, and AIM personnel on the staff.
- C. Ensure that staff meetings of the paid staff happen on a regular basis. Such meetings are to foster effective performance. Develop and implement a team ministry among the staff and help nurture the faith of the staff.
- D. Take responsibility with help of Team Pastor for supervising, supporting, developing and assigning the ministries, including, but not limited to: Worship; Youth; Evangelism; Education; Visitation; Counseling; Stewardship; Administration; Financial; Ecumenical; and Mission Communication.

**IV. DUTIES**

A. Worship

- 1. Preaching. All pastors shall serve as preachers and share in the preaching tasks. The Coordinating Pastor will assign the preaching tasks in consultation with the pastoral staff.
- 2. Plan and coordinate the church year the utilization of resources for innovative and meaning worship experience.

3. Arrange for baptisms, weddings, and funerals. The pastors on the staff shall share these services with sensitivity to the personal wishes of the families.
4. Together with the Team Pastor and the Worship Committee plan and coordinate the use of lay resources in the worship experience.

#### B. Youth

1. Together with the Team Pastor and Associate in Ministry (hereinafter referred to as Team Ministry) and the Youth and Family Ministry Committee, will plan and coordinate the utilization of the church's resource for the youth work of the congregation.
2. The Ministry Team will develop youth ministry with explicit awareness of youth subcultures, develop and encourage the growth of youth participation in the ministry of the church.
3. The Ministry Team and parents and sponsors will challenge and encourage youth in their faith response to Jesus Christ.

#### C. Evangelism

1. The Ministry Team and the Evangelism Committee will plan and coordinate the utilization of the church's resources for the evangelistic work of the congregation.
2. The Ministry Team and the appropriate leaders will develop and encourage the evangelistic outreach of the congregation.
3. The Ministry Team and gifted "evangelists" will intentionally strive to bring the message of salvation through Christ to uncommitted persons of this community.
4. The Ministry Team and the Evangelism Committee will help create an intentional environment of Christian hospitality in the congregation.

#### D. Education

1. The Ministry Team and the Education Committee will plan and coordinate the utilization of the church's resources for the educational work of all age groups of the congregation.
2. The Ministry Team will encourage and support lay resource teachers for all age groups.

#### E. Visitation

1. The Ministry Team will plan and coordinate the utilization of the congregation's resources in visiting the hospitalized, shut-ins and others in need of special pastoral care.
2. The Ministry Team will coordinate the systematic visitation of the membership and prospective new members.

#### F. Counseling

1. Assure that each Pastor and Associate in Ministry will be available for counseling.

## G. Stewardship

1. The Ministry Team and the Stewardship Committee will plan and coordinate the utilization of the congregation's resources in developing and maintaining an effective concept of responsible Christian stewardship as caretakers of God's kingdom.

## H. Administration

1. The Ministry Team and the Personnel Committee will maintain administrative continuity for all the church's affairs along with the rest of staff and Council.

## I. Financial

1. The Ministry Team, Stewardship Committee, and Council will plan and coordinate the utilization of the church's resources in meeting all of its financial obligations in accordance with its budget.

## J. Ecumenical

1. The Ministry Team and the Mission and Communication Committee will plan and coordinate the utilization of the congregation's resources in working with other faith groups to foster a spirit of cooperation and united concern within the community so that the witness to Christ's redeeming love may be whole and complete.

## K. Mission

1. The Ministry Team and the Mission and Communication Committee will plan and coordinate the utilization of the congregation's resources in developing and maintaining the highest possible degree of commitment to mission outreach, both within the local community and throughout the world.

## L. Communications

1. The Ministry Team and Mission and Communication Committee will plan and coordinate the utilization of the congregation's resources in effectively and efficiently communicating the work of the church so that as many as possible will be exposed to the good news of God working in Christ in our midst.

## M. Property

1. The Ministry Team and the Property Committee will ensure that the property of the church is maintained in the best possible condition and that adequate planning is done to meet projected needs as they arise.

## N. Social Concerns

1. The Ministry Team and the Social Concerns Committee will help maintain a Christian-based awareness for the social concerns of all God's people.

## **O. Additional Areas of Responsibility**

1. Develop and implement a team ministry among the staff, with concern for interstaff communication and coordination of staff functions.
2. Present a monthly report to the Church Council.
3. Supervise the content of the “Good Newsbreak” and the bulletins for worship services.
4. Ensure that regular office hours are maintained by the secretarial and Ministry Team with Council approval.
5. Ensure that pastoral emergencies requiring pastoral attention have priority over time off for pastors and the Associate in Ministry on the staff.
6. Together with the Social Concerns Committee help maintain a Christian-based awareness for the social concerns of all God’s people.

## **V. SUMMARY**

- A. Every effort is made to use the individual strengths of the Ministry Team to meet the multitude of opportunities for ministry.
- B. The Ministry Team will utilize individual talents and skills in a coordinated effort to effectively carry out the mission of the church.
- C. Facilitate the utilization of the Ministry Team’s strengths to best complement each other.

## **VI. JOB PERFORMANCE REVIEW**

A semi-annual review of goals and ministries will be conducted by the Personnel Committee and reported to the Church Council. During the review, the job description shall also be reviewed and modified as needed.

## **VII. SELF-CARE**

- A. Take time to model family life and personal life.
- B. Take time for spiritual renewal through daily devotions, meditation, and spiritual retreats.
- C. Take time for continuing education and study.
- D. Accountable to the Council for sharing personal insights in spiritual, emotional, and physical renewal.
- E. The Personnel Committee shall have primary responsibility for ensuring that the provisions of this section are met.

Submitted by Bethany Lutheran Church, Rice Lake, Wisconsin