

**Appointment**

1. The Lead Pastor is assigned by the Stationing Committee of the National Conference of the Evangelical Congregational Church.
2. The salary and benefits package are established by the Local conference based upon the recommendation of Human Resources Ministry (HR) Team and the Search Committee to the Leadership Team. The guidelines of the Pastoral Compensation Committee of the National Conference shall be considered by the Finance Commission in formulating its proposal.
3. The Lead Pastor is accountable to and reports to the Leadership Team. An evaluation of his performance shall be made on a regular basis by the HR Team. That committee along with the Counselor Advocates shall be available as a prayer and support group to the pastor.

**Responsibilities**

1. He is responsible for the overall coordination of the congregation.
  - 1.1. He is responsible along with the Pastoral Staff and Leadership Team for developing the vision and goals of Trinity along with the strategic plans to achieve them.
  - 1.2. He is responsible for initiating the accomplishment of these goals through the staff and Leadership Team and to hold the leadership accountable to the mission of the church.
  - 1.3. He is responsible along with the Leadership Team, Counselor Advocates, and pastoral staff to regularly assess the health of the congregation and recommend mid-course corrections.
  - 1.4. He is responsible along with the HR Team for establishing and updating clear job descriptions for the members of the Pastoral Staff, Administrative Assistant, and Worship Leader and any other new positions.
  - 1.5. He is responsible to see that the Office Staff keeps church by-laws, policy manuals, operational forms, statistical reports and historical records current.

2. He is responsible to be the primary preaching elder to the congregation.
  - 2.1. He is responsible to communicate biblical truth in an effective and relevant way.
  - 2.2. He is responsible for preparing a preaching plan for the congregation. This involves scheduling other staff members and guest speakers to preach.
  - 2.3. He is responsible along with the Worship Leader to see that the planning of any special worship services has been provided.
  - 2.4. He is responsible to work in conjunction with the other pastoral staff members to plan the regular worship services.
  - 2.5. He will be committed to the support of an intentional disciple making strategy for Trinity Church.
  - 2.6. He is responsible for developing and strengthening the preaching skills of the pastoral staff.
3. He is responsible for equipping other members of the Pastoral Staff, Office Staff, and Leadership Team members to lead and serve (shepherding the leaders).
  - 3.1. He is responsible for convening a general staff meeting on at least a biweekly basis, which includes prayer, planning, and encouragement.
  - 3.2. He is responsible for convening a weekly pastoral staff meeting for prayer, planning, and encouragement.
  - 3.3. He is responsible to be in contact with the Officers of the Leadership Team and Ministry Team Leaders on a regular basis.
  - 3.4. He, in partnership with the HR team, is responsible to conduct annual performance reviews of Trinity Staff members and act as liaison in salary issues.
  - 3.5. He is responsible to develop his own leadership skills on a regular basis by exposing himself to training and mentoring opportunities and resources.
  - 3.6. He is responsible to assist leaders in recruiting, supporting, and affirming volunteers as possible.
  - 3.7. He will mentor other ministry leaders as priorities and scheduling allow.
4. He is responsible for a portion of general pastoral care.
  - 4.1. He is responsible for performing weddings, funerals, and administering the sacraments when requested and as conscience allows.
  - 4.2. He is responsible for making sure the spiritual needs of those in the

hospital are met.

- 4.3. He is responsible to be available for counseling as his schedule allows. Priority will be given to crisis situations and leadership needs. He should also be prepared with a list of counselors to refer congregants as needed.
- 4.4. He is responsible to work with the Pastoral Staff and the Church Financial Officer for making decisions regarding the allocation of financial aid to our parishioners.
- 4.5. He is responsible to participate in and schedule a rotation by which a full time staff member is on call for weekends, holidays, and vacation days.
5. He is responsible to review the bank statements for all church accounts before forwarding them to the appropriate financial officers & Office Manager.
6. He is responsible to use our Trinity Church social media platforms in a strategic way.
7. He is responsible for exercising a leadership role in the denomination and community which enhances the Kingdom of God and his local ministry.
8. He may attend and participate as an advisory member of any of the Ministry Teams. He will chair or serve on other ministry teams as needed.
9. He is responsible to be an example of personal integrity and spiritual maturity to the congregation and community. The Conference Minister, Counselor-Advocates, HR Team, and other pastors are expected to provide accountability and counsel with regard to his character and conduct.
10. He is responsible for fulfilling his ministry to his family and not neglect their needs in order to care for the congregation.
11. He is responsible to model personal discipleship, evangelism, and prayer as a consistent part of his lifestyle.
12. He is responsible for maintaining a culture of wellness, and a healthy life style that includes a healthy diet, regular exercise and a yearly physical.
13. He will take his days off and vacation time, including a two-week consecutive vacation yearly.