

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.20  
Subject Lead Pastor  
Effective Date 5/11/04  
Committee Personnel

Organization/Church Employees/Lead Pastor

Reports to Church Council

Position Summary

As primary spiritual and administrative leader, the Lead Pastor works to fulfill the congregational mission in the church, community and the world.

Organizational Relationships

1. Attend meetings of the Congregation Council; advise, guide and encourage the Congregation Council in establishing plans, setting policies, reviewing and updating the Constitution and Bylaws as necessary and develop programs to fulfill the mission of the church. Promptly implement the decisions and policies of the Congregation Council.
2. Serve as head of the staff by directing day-to-day operations of the church, its office and its employees; meet regularly with the staff and oversee staff development, performance and review. Serve as administrative link between the staff and the Personnel Committee and provide theological oversight and direction for lay leadership in calling and hiring new staff persons to the ministry of St. James.
3. Designate a member of the professional staff to be in charge during the Lead Pastor's absence. In cooperation with the Office Manager, oversee and approve the scheduling of staff vacations and days off.
4. Report to the congregation annually. Prepare or authorize congregational letters or correspondence.
5. Work in a mutually supportive relationship with all pastoral and other called and professional staff providing appropriate direction to insure wise and effective use of resources and talents. Coordinate professional staff continuing education.
6. Assign staff advisors to all congregational forums and standing committees.
7. Serve as ex-officio member of the Congregation Council Executive Committee.
8. Represent the ELCA and Lower Susquehanna Synod to the Congregation Council and participate appropriately in the activities of the conference, synod, region and church-wide bodies of the ELCA.

Pastoral Responsibilities

1. Nourish the people of God through proclaiming the Word and administering the sacraments. Collaboratively plan and lead worship services of the church.
2. Preach the gospel of the life, death and resurrection of Jesus Christ. Confess and teach the scriptures, creeds and confessions of the Evangelical Lutheran Church of America.
3. Attend to the spiritual welfare of the congregation. Pray with and for the people, providing hospital and emergency pastoral care, visitation and short term counseling for members of the congregation. Conduct weddings and funerals and offer appropriate advance and aftercare counseling.

4. Support church leadership and the ministries of members by equipping and enabling them to use their spiritual gifts within the church and the world.
5. In cooperation with the Christian Education Committee, contribute appropriately to the teaching ministry of the church by leading classes for adult education, baptism preparation classes, marriage preparation classes, Bible study and others.
6. Act with Church Council to initiate and maintain cooperative relationships with other church bodies. Establish and maintain cooperative and supportive working relationships with community organizations and institutions.
7. Live as an example of a child of God being a faithful witness to God's grace and forgiveness. Participate in daily prayer and study and appropriate professional development and continuing education. Maintain regimens of self-care and responsible relationships.