

## **PASTORAL OFFICE AT BETHEL LUTHERAN CHURCH**

### **Executive Summary:**

To define and codify the specific duties and responsibilities of the Pastoral Office at Bethel Lutheran Church. The duties and responsibilities listed are derived as a supplement to current and future call documents.

This document is intended to establish the following:

- Formally establish the role of Senior Pastor at Bethel Lutheran Church
- Formally establish the role of Associate Pastor at Bethel Lutheran Church

### **Requirements of Office:**

Per the requirements of Bethel's Constitution, the Senior Pastor and Associate Pastor shall be qualified by the Lutheran Church-Missouri Synod, properly called by the congregation, and be committed to its purposes and theological beliefs.

### **Senior Pastor:**

The Senior Pastor is to serve as the leader of Bethel Lutheran Church and foster leadership within the congregation. He is responsible to the Board of Elders for the overall function and performance of the Pastoral Office. He is responsible to the Church Council for executing the mission and vision of Bethel Lutheran Church, within the policies and guidelines of Bethel Lutheran Church. The Senior Pastor serves as the supervisor of the senior staff.

### **Associate Pastor:**

The Associate Pastor is to serve and support the Senior Pastor in the ministry efforts of Bethel Lutheran Church. The Associate Pastor is expected to prioritize visitation of the sick and homebound. The Associate Pastor may be delegated, through the Senior Pastor, other responsibilities within the scope of the pastoral duties outlined below. These must be mutually agreed upon by the Senior Pastor and the Associate Pastor with periodic review.

### **Reporting:**

**Senior Pastor:** Board of Elders and Church Council

**Associate Pastor:** Senior Pastor in close cooperation with the Board of Elders

### **Pastoral Office Responsibilities:**

All the major areas listed below would be within the Senior Pastor's scope of responsibility, however, he is expected to delegate responsibility to the Associate Pastor and/or those under the Senior Pastor's direct line of supervision so that the duties are carried out in a manner that best serves the congregation. It is also understood that he works closely with the various boards who have responsibility in each area.

The major areas of responsibilities are as follows:

1. Worship, Preaching, and Congregational Direction
2. Teaching, Catechesis,

3. Community Outreach and Care
4. Stewardship and Development Work
5. Congregational and Staff Leadership (Senior Pastor)
6. Congregant Care and Outreach (Associate Pastor)
7. General Pastoral Work

**1.) Worship, Preaching, and Congregational Direction**

- A. Worship design
  - Worship instructions
  - Sermon series
  - New service offerings
- B. Worship Services
  - Leading Service
  - Preaching
  - Special Services
- C. Congregational Direction
  - It is the expectation that the Senior Pastor be devoted to prayer and study and to seek the guidance of the Holy Spirit so that he may lead the congregation.

**2.) Teaching & Catechesis**

- A. Confirmation
  - Youth Confirmation
  - Adult Confirmation
- B. Bible Classes
  - Organization, leadership, and structure along content
  - Teaching weekend/weekday/small group Bible study
  - Vacation Bible school instructor
- C. Sunday School (children, youth and adults)

**3.) Community Outreach and Care**

- A. Care Ministry (Indigent care funds, minute man funds, etc...)
- B. Leadership on special offerings as requested
- C. Face of Bethel (Radio, TV, etc...) as requested
- D. Outreach Event Leadership
- E. Preschool Ministry

**4.) Stewardship & Development Work**

- A. Annual time, talent, and tithe campaign
- B. General financial giving development work
- C. Encouragement of senior estate/tithes development leadership
- D. Encouragement of endowment and long-term financial planning leadership
- E. Assimilation of new members by encouraging them to use their spiritual gifts and talents to serve Bethel and the Lord.

**5.) Congregational and Staff Leadership**

*Note: Specific to the Senior Pastor*

- A. Constitutional & By-Laws specified leadership roles (*ex officio*)
  - Church Council
  - Board of Elders
  - Nominating Committee
  - Other committees, as requested by the Board of Elders and/or the Congregational President
  
- B. Staff Leadership and Supervision
  - Pastor to the entire staff of Bethel Lutheran Church
  - Holds regular staff and individual meetings as needed
  - Supervisor of the Senior Staff
  - Guidelines for supervisory authority are specified in the "Bethel Personnel Manual".
  
- D. Long Term Planning Leadership:
  - Leads periodic long-term planning events (frequency determined by the church council/congregation)
  - "Visioning"/ priority leadership / congregational direction
  
- E. Polity work
  - Constitution and bylaws revision
  - Mission and ministry reorganization considerations

**6.) Congregant Care and Outreach**

*Note: Specific to the Associate Pastor*

- A. Hospital, homebound, and nursing home visitations
  - Communing homebound members regularly
- B. Visitation training/coaching
  - Elders
  - Care ministers
  - Bethel Buddies

**7.) General Pastoral Work**

- F. Prayer ministry leadership
  - Prayer chain
  - Prayer groups
- G. Crisis ministry
  - Grief Counseling
  - Coaching Ministry
- H. Delinquent Members:
  - Visitation and counseling
  - Removal &/or restoration
- G. Generational and specialized ministry
  - Youth Ministry by providing support and assistance to the Director of Christian Education

- Special and small groups, such as young couples, college students, etc...
  - Weddings and Funerals, to include counseling and planning.
- H. Communications Ministry
- Announcements at worship / e-news / pastoral letters
  - Devotional writing (Seasonal or sermon series devotions, etc...)