

# **JOB DESCRIPTION**

## **IRISH MISSION OF SEVENTH-DAY ADVENTISTS**

### **SUMMARY OF ROLE**

1 Timothy 3 describes the characteristics of the “overseer” – which is part of the pastor’s role. In Chapter 4, Paul gives Timothy further specific directions as to what can be expected of a Minister of Jesus Christ. This includes clarifying what is truth and godliness to God’s people. “Command and teach” hope in Jesus. “. . . set an example for the believers in speech, in life, in love, in faith and purity.” Publicly read Scripture, preach and teach. Give yourself wholly to these things! Your effectiveness should be able to be observed. Persevere!

Gospel ministers should evince:

- An experiential knowledge of and devotion to Jesus Christ
- A broad knowledge of the Scriptures
- Competence for the tasks of ministry
- Compassion for the flock given to his/her care
- A fruitful ministry

### **EXPECTATIONS & RESPONSIBILITIES**

At the beginning of each year, the Pastor should prepare a plan for the coming year, which should be agreed with his church and the President. Using the previous year’s plan (if appropriate), he should consider what he believes to be his key areas including the resources he has (workers and budget etc.), what specific objectives need to be met or worked towards and how progress on these should be assessed.

The following pastoral objectives are not intended to be mandatory nor are they fully comprehensive but illustrate the main areas to be considered depending on the role of the Pastor in relation to the needs and expressed requirement of the Church.

#### **Pastoral Care and Nurture**

- Visit members regularly – at least once each quarter where possible. Give special attention to the elderly and sick, visiting the hospitalised more than once a week as appropriate.
- Organise a visitation programme for the church involving church Elders, Diaconate.
- Have an on-going programme for reclaiming former members and encouraging inactive members.
- Offer support to the sick and bereaved.
- Promote spiritual growth of members.
- Pay attention to the special needs of families, children, youth, single people and the elderly.
- Safeguard himself and each person in such a way as to avoid any unnecessary risk to the safety and well-being of himself and others, not allowing relationships to develop that exploit or abuse their position of trust or power over a person.

#### **Evangelism and Church Growth**

- Have an on-going outreach and community involvement programme.
- Give Bible Studies.
- Train members to be disciple-makers.
- Aim for at least 5% annual net growth in membership.
- Facilitate and monitor spiritual development of membership.
- Have an on-going programme for assimilating new members into the church family and activating them for mission.

#### **Preaching and Worship**

- Plan a sermonic year. Have your preaching plan prepared at least 1 quarter in advance.
- Conduct a quarterly Communion Service.

- Determine the needs of the congregation and relate faith and worship to these needs.
- Support and regularly attend the Sabbath School.

### **Church Management**

- Conduct not less than a monthly church Board Meeting, depending on the needs and size of the church.
- Conduct regular church Business Meetings depending upon the needs and size of the church.
- Meet with the Elders Committee before all Board meetings to plan the Board agenda, review the needs of the church family and to guard the vision and values of the Church.
- Train members for service.
- Have a short-term, medium-term, and long-term plan for your church.
- Work with the church officers to ensure that the monthly Tithes and Offerings report, and quarterly Church Clerk's report are sent to the Conference/Mission on time.
- Ensure the church building is satisfactorily maintained with an attractive frontage and notice board.
- Develop an effective filing system of member's information, church statistics, etc.
- Plan and provide purposeful leadership that aims to embed the values of the character of Christ into the hearts of your members and the culture & behaviours of your churches.

### **Finance**

- Preach regularly on the subject of Christian Stewardship.
- Aim for an increase in tithes each year.
- Ensure that the church operates on an annual budget if appropriate.
- Encourage all eligible members to enrol in the Tax Efficient Giving scheme.
- Ensure that there is adequate insurance cover for both church building and contents.

### **Promote**

- The programme and interests of the denomination in general.
- The programme and interests of the Conference/Mission.
- The programme and interests of the local church.
- The use of digital media
- Church Planting and Missional activities
- The contextual missionary participation of members in church their local communities.

### **Community**

- Join the local ministerial fraternity if possible.
- Participate in local community projects which are not in conflict with the interests of the church.
- Include non-SDA members of the community in the visitation programme as far as possible.
- Make friends with people who live in the immediate community.

### **Status of a Pastor**

A Pastor is responsible:

- To God who has called him or her and to the character of Christ.
- To the appointing entity, through the Conference/Mission President through whom the Pastor is accountable to the Board of Trustees.
- To the local church members as a servant leader.