

**New Light Christian Church
Seattle, WA**

SENIOR PASTOR POSITION DESCRIPTION

I. Position Summary: The Senior Pastor of New Light Christian Church (NLCC)

Responsible for leading the spiritual welfare, overall programming, growth, and life of the church. The senior pastor provides spiritual leadership in all areas of evangelism and discipleship, which requires developing, communicating, and coordinating vision with the church's board of elders, trustees, staff, and lay leaders as they minister and serve the church family and community. The senior pastor will lead, manage, supervise, and/or minister to the entire NLCC staff, leadership and congregation. The senior pastor is responsible for the oversight and leadership of worship services and special events.

II. Reporting Relationships: The Senior Pastor reports directly to the church Board of Elders

III. Major Duties and Responsibilities

A. Preaching and Worship Leadership

1. Prepares and delivers sermons that are Spirit lead and Bible based challenging members and un-churched alike to become fully devoted followers of Christ.
2. Ensures that overall weekly worship services are on target regarding content, style, structure, and design. Meets weekly with the Music Minister to review, coordinate, and plan.
1. Suggests and assists with planning of special worship services such as Christmas, Easter, Children's/Youth Sundays, and other special programs and outside speakers as needed. Works with staff and ministry leaders to ensure timely and proper advertising, publicity, and program execution.

B. Leadership – Strategic Planning - Development and Discipleship

1. Develops a strategic Plan involving representation from all levels of the congregation.
2. Develops and recommends, to the Board of Elders, implementing actions that fulfill the vision and mission of NLCC.
3. Chairs the NLCC Board of Elders. In this role: sets meeting agendas, guides and mentors Elder Board members as spiritual leaders of the congregation and witnesses to the community. Elder Board meetings are currently held once per month.
4. As a member of the Board of Elders, approves the annual NLCC operating budget and provides executives oversight over Trustee activities.
5. Provides for the overall training, inspiration and motivation of NLCC leaders, staff, and members to ensure that they are maturing in their faith, growing in their relationships with each other, and developing their skills.

- Schedules periodic staff / leadership meetings for training and developing strong teamwork and close working relationships. These meetings may examine: performance, goals, and ministry development.
 - Provides oversight and input into special projects and events.
6. Organizes and/or leads Bible study series at your discretion, that provide an in-depth look at scripture.
 7. Participate in the annual business meeting.
- C. Carry out the Vision of NLCC: “A multi-ethnic inner-city church: glorifying God, becoming united and spiritually mature, changing lives through the gospel of Jesus Christ.”
1. Determines best opportunities for spiritual, membership, and resource growth as well as community impact and ministry programs that meet the strategic plan.
 2. Anticipates and recommends future staff requirements.
 3. As a member of the Board of Elders, in conjunction with Trustees, determine the best use of the NLCC building and plan for upgrades and remodeling.
 4. As a member of the Board of Elders, working with the trustees, takes a proactive approach to resolving problem areas or challenges and to developing creative solutions for implementation.
 5. Promote and encourage participation in community events to foster community relations and outreach.
- D. Receives requests for, and performs: baptisms, weddings, funerals, and dedications. Ensures that appropriate pastoral services are provided.
1. Maintains healthy pastoral relationships by visiting hospitals, jails, homes, or other places where pastoral care is needed. Responds to congressional and/or community needs in times of crisis or emergency.
 2. Performs routine pastoral care during worship services to include greeting members and new comers before and after service.
 3. Places phone calls and sends thank you letters as needed.
 4. One on one counseling with members as requested/needed, wherever required.
 5. Devotes some time to personal spiritual, mental, and physical development and well being through devotional time, study, and exercise.
- a. Physical Demands
 - i. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ii. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.
- iii. The employee must occasionally lift or move objects weighing up to ten (10) pounds. Specific vision abilities required by this job include vision, color vision, and the ability to adjust focus.

b. Work Environment

- i. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ii. The noise level in the work environment is usually quiet.

Approved by the NLCC Elders

By Pastor Fred Dummer

By Jerry Atchall

By [Signature]

By _____

Date: 11/4/18