

Job Description for Pastor of Lynnwood Reformed Church (LRC)

This job description is based upon the mission and vision statements of LRC.

“The mission of Lynnwood Reformed Church is to glorify God by bringing people to Jesus Christ in an atmosphere of love through involvement in our community of worship, education, fellowship and mission.”

“The mission of the minister of Lynnwood Reformed Church is to glorify God by carrying out the duties and responsibilities of pastoral ministry as established by the Consistory and in conjunction with the following vision of pastoral ministry. The duties are listed but not limited to the following vision.”

Administration

The minister of LRC is expected to give administrative leadership by:

- Giving pastoral guidance and support to all aspects of church life by demonstrating leadership and guidance with teams and committees.
- Keeping the mission and vision before the congregation through messages, communication (newsletter-bulletin) with transparency
- Equipping the saints for ministry
- Training and encouraging participation of lay people in ministry
- Being available to congregation in times of need (counseling, hospital visitation, house calling, referrals) and paying particular attention to concerns raised by the Care Ministry Team and Consistory
- Developing a team atmosphere and relationship with all church staff and those in leadership
- Actively participating in the evaluation of church staff
- Offering staff training and goal development on a regular basis
- Work with the office staff in maintaining an accurate list of members, inactive members, and other membership categories as established by the Reformed Church in America. Assisting Consistory with Classis responsibilities
- Working with Consistory in developing ways to meet the needs of all age groups

Worship

The minister of LRC is expected to give leadership to worship with regard to:

- Working closely with the Worship Team (Communion schedules, special services of worship, music staff and Décor Team, and holiday celebrations)
- Providing appropriate lead time in scripture and message development for staff to develop their aspects of ministry related to worship
- Providing meaningful and inspiring messages consistent with LRC’s mission that connect with people of all ages
- Leading the Worship Team and congregation in developing alternative styles of worship, such as modern worship, with regard to a targeted audience (Lynnwood is planning to initiate a modern worship service which will necessitate a second service of worship with message and pastoral

guidance and leadership.)

- Working with volunteers in developing aspects of modern music with Praise Band and its leadership for worship
- Creating an atmosphere of congeniality with all worship-music staff

Education

The minister of LRC is expected to develop a strong and cooperative relationship with the educational staff by:

- Having a congenial and supportive relationship with educational staff
- Teaching throughout the year through utilization of educational opportunities (Adult education, special Lenten series, etc)
- Periodic visitations to church school classes to establish rapport with our younger generation
- Training and equipping the saints for ministry (Oversee confirmation class, training of officers, Consistory retreat leadership and planning, constant oversight of mission/vision statements)
- Attending workshops/retreats/seminars for individual pastoral development
- Developing devotional and prayer life ministry for personal development

Fellowship

The minister of LRC is expected to:

- Develop a ministry whereby pastor and congregation work alongside each other in carrying out the mission and vision of LRC
- Attend, if not participate in, the celebrations of the church in regard to church life and festive events
- Work closely with the Outreach and Fellowship teams with relation to mission and vision and participate in a review of their respective ministries

Mission

The minister of LRC is expected to work closely with the Mission Team in the following ways:

- Providing pastoral leadership in working with the Mission Team
- Offering insight and guidance in selection of mission opportunities
- Offering training and guidance to the Stewardship and Finance Team, focusing attention on the stewardship campaigns
- Working with teams, committees, and organizations of the church in order to keep the church current with regard to the evaluation and assessment of the whole mission of the church