

Abbeydale Christian Fellowship Job Description for Co-Pastors – February 2022

ACF Vision Statement: “We are a family gathered in the name of Jesus, led by the Spirit, desiring God. We will make room in our lives and in our calendars to engage in discipleship and hospitality. From the richness of our life together, rooted in Christ, we will make known the good news of Jesus to the lost and the broken.”

1) Tasks of the Pastors

- a) Teach and preach God's Word, formally and informally.
- b) Encourage and facilitate the spiritual growth, godliness and service to Christ of individuals and the congregation as a whole.
- c) Be an example of Godly living.

2) Specific Duties of the Pastors

This job description assumes that ACF is led by a team of pastors. It will be the responsibility of the pastors to divide up the ministry roles between each other based on their spiritual gifting. The division of responsibilities will be approved by the Executive committee and communicated to the congregation. Hours per week, as noted, are a general guide for the prioritization of time.

- a) Preparation and delivery of forty-eight or so Sermons per year. Contributing to an overall vision for the church. (20 hours per week)
- b) Young Life – The youth leadership should facilitate biblical instruction and encourage children and youth in Christian fellowship with each other. The program should communicate the vision, strategies and needs of the young life ministry to parents, the workers, and the congregation as a whole. Ensure a smooth-running ministry in alignment with the goals, vision and policies of our church and in co-operation with our church’s parents, the young life ministry committee, and youth leaders. Provide ongoing training, encouragement, support, and leadership development to those involved in young life ministry. (15 hours per week)
- c) Pastoral Care - Work with the Deacons to minister to people in times of crises, e.g., illness, bereavement, and a variety of personal, financial, or vocational crises. Congregational home visitation. (8 hours per week)
- d) Leading Worship Services – preparation and delivery, Leading pastoral prayer during the service, one-on-one prayer, and corporate prayer meetings (occasional – 4 hours per week)
- e) Teaching basic Christian life classes and baptizing new converts. Discipleship and Care - Encourage participation in one-on-one discipleship and in small-group ministry. Train leaders in the knowledge, skills and attitudes required for effective discipleship. Assist leaders by evaluating and recommending curriculum for discipleship ministries. (4 hours per week)
- f) Evangelism - Outreach - Seek to understand the surrounding community in order to develop ways ACF can show them the love of Christ and reach them with the Gospel. Encourage and support the Community Cupboard food distribution program and complementary ministries. (4 hours per week)
- g) Conference Involvement - Maintain EM Conference ties through ministerials, regional and general conferences. Keep in touch with local city ministerials. (2 hours per week)
- h) Counselling in preparation for marriage, marriage enrichment, family and general Biblical Counselling and problem resolution. Matthew 18:15-18 should be the model for dealing with disciplinary and other problem areas. (4 hours per week)

- i) Providing counsel to leadership when church discipline is needed. Dealing with people who might cause divisions. (Occasional – rare)
- j) Administration – (occasional – ACF intent to have volunteers supply this – 2 hours per week)
- k) Performing marriages, funerals, dedications etc. (occasional – up to 12 hours per week when required)
- l) Cultivate their own spiritual, social and intellectual life through Bible study, prayer, retreats, worship, reading, friendships, seminars, and other upgrading. (8 hours per week)

3) Personal Characteristics of Leaders (I Tim 3:1-7; Titus 1:5-9; I Peter 5:1-4; Acts 6:1-7)

The requirements of leaders are taken from the scriptures mentioned above. They should already be evident in a pastor's life, and he should endeavour to increase in their excellence.

4) Terms of Employment

- a) The pastor is responsible to the congregation through the Executive Committee.
- b) The terms/benefits will be negotiated annually by the Executive Committee. This will include such things as salary, holidays, expense accounts, car allowance etc.
- c) The pastor shall have at least one day in each week as a day off.
- d) As much as possible the pastor shall maintain a regular schedule and keep the congregation informed of it. (The church realizes that the demands on a pastor may not allow him to operate strictly "office hours". There will be times when the pastor may be required to work late hours and as a result there will be times when he will not be on official church work during normal hours.)

5) Accountability

- a) The pastor shall be held accountable for his ministry based on scriptural principles, his Job description and guidance from the Executive Committee
- b) The pastor will be assigned an accountability person (mutually agreed upon) who will be in their corner, ask the tough questions, and be their sounding board.
- c) The EMC Conference Pastor also provides accountability and support.
- d) The pastor shall accept responsibilities within the broader Church community only in consultation with the Executive Committee.