

POSITION DESCRIPTION

TITLE: OCM - Senior Pastor

POSITION SUMMARY:

The Senior Pastor's primary responsibility is to equip the saints for the work of the ministry. Provide oversight to the general spiritual condition and direction of the congregation. Included in this is providing spiritual leadership through preaching, teaching the exposition of Scripture so that the congregation may grow in their understanding and application of the Word of God. He is working with the Elder, Board in establishing the vision for the church; and partnering with the lay leadership in the shepherding of the flock. His ministry is also to help protect the flock from false teaching. (Ephesians 4:11-14; Acts 20:28).

JOB OVERVIEW:

The Senior Pastor is the chief under-shepherd, vision-caster, preacher, and leader of Oversea Chinese Mission. He is selected for an unspecified period of service by SC Personnel Council. He will lead, manage, supervise and minister to the entire Pastoral Staff, Administrative Staff, lay leadership and congregation. He is expected to contribute to the team spirit of the entire Staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as he serves his Lord, Jesus Christ, the church and the leadership. He is accountable to the Board and the whole congregation.

MAJOR DUTIES AND RESPONSIBILITIES:

The Senior Pastor shall coordinate or direct (as appropriate) the areas of ministry he is accountable for. His primary areas of ministry shall include:

A. Pastoring and leading the congregation (牧養/裝備會員參與事奉)

1. Takes the initiative in recommending and implementing actions that fulfill the vision and mission of OCM.
2. Set church ministry direction and annual theme.
3. Supervise and oversee the responsibilities of all pastoral staff and administrative staff and hold regular staff meetings.
4. Equip members of the Pastoral team, Steering Committee, Trustees, co-workers and core lay ministers to do the work of the ministry.
5. He will be subject to spiritual accountability of the Steering Committee.
6. Recommend and advise on the selection of all staff members and the determining of their duties in the church.
7. Participate with the Steering Committee in annual performance appraisals of all church staff, ministerial and non-ministerial.
8. Give guidance to PS, SC, coworkers and core leaders in planning and executing the administrative aspects of the church ministries.
9. Ex-officio member of all church ad-hoc committees.
10. Assign key coworkers to specific church ministries.

11. Provide appropriate pastoral care to members of the church and the community.
12. As Moderator of session, leads, teaches and trains the Session regarding their duties as spiritual leaders of the congregation and as witnesses to the community.
13. Schedules and leads an annual Retreat that educates and motivates leaders of the church regarding vision, mission, strategy, seeker sensitivity, Link concept, what it means to be a “high impact” church, etc.
14. Provides for overall training, inspiration and motivation of OCM staff to ensure that they are maturing in their faith, growing in their relationships with each other and upgrading their skills.
15. Maintains and improves staff working relationships and awareness periodically scheduling staff meeting, dropping in on their program events and meeting with staff to personally review their ministry/program recommendations and results.
16. Suggests and assists with planning of special worship services such as Christmas, Easter, Children’s/Youth Sundays and other special programs and outside speakers with the objective of boosting morale and worship attendance.
 - Works with staff to ensure timely and proper advertising and publicity.
 - Plans messages that are relevant and attractive for each occasion.

B. Dispensing the Truth (監督/教導真理)

1. Prepares and gives sermons that are relevant and seeker sensitive and challenge members and unchurched to become fully devoted followers of Christ.
2. Approve invitation of all church-related meeting speakers.
3. Approve Bible Study materials for ministry
4. Approve teaching materials of adult and Children Sunday Schools.

C. Preaching the Word of God (傳講神的話)

1. Guide, teach, nurture challenge, and stimulate spiritual growth and development in the lives of the flocks.
2. Ensures that overall weekly worship services are effective and on target regarding content, style, structure and design.
3. Meets with Worship Department to critique prior worship services and to plan/agree on future worship services regarding music selection, transitions, atmosphere, etc.
4. Oversee Sunday worship speaker assignment.

D. Administering the sacraments/ceremonies (主持聖禮)

The Senior Pastor shall coordinate or direct the areas of ministry of :

- Baptism
- Communion
- Baby dedications
- other services, as appropriate

E. Expanding the various ministries (決策)

F. Assisting in the administrative duties of the church (協助監管)

II. Working Relationships

The Senior Pastor shall:

- A. Support and promote OCM’s leadership philosophy of servant-leader and that of the plurality of eldership in accordance with Acts 20, 1 Timothy 5:17
- B. Share pastoral responsibilities such as visitation, counseling, worship services, weddings and funerals with the pastoral team.

III. Policies and Guidance

The Senior Pastor shall:

- A. Develop and maintain policies related to the performance and oversight of his ministry. Policies shall be developed in concert with the Pastoral Staff, Executive Committee and Board of Elders.
- B. Maintain the proper emphasis upon outreach and discipleship within the ministry of Overseas Chinese Mission.
- C. Develop, encourage and promote vision among the church ministry leadership

The Senior Pastor shall review this job description and recommend changes, as appropriate, to the Board within one year of his arrival and annually thereafter.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee

Date:

Approved by the Board

Date

 xxxxxxxxxxxx– Steering Committee Vice Chairman
