

Romford Evangelical Free Church

Role descriptions

1. Pastor - Page 2
2. Others as added in future

Role Descriptions and Ministry Development

Our role descriptions provide clear expectations for the church's overall ministry. They also help church leaders and members understand the nature of and need for a position because:

- An identified role will fulfil a specific part of the church's vision and mission strategy. This will support church members in being able to understand why certain jobs are required to the overall ministry of the church as it aims to follow God's will.
- As our church or ministry grows or changes, roles can be redefined as needed. A ministry strategy can identify positions to be created, changed or finished. In that way, leaders and members can support the many ways that the church's ministry is being carried out.
- New ministries can be identified and new work roles can be developed. In this way, existing employees can be given the opportunity to advance, specialize or focus. Or, as an employee's family situation changes, they can cut back on their hours or their responsibilities.
- A person's job performance can be compared to stated role responsibilities. Job descriptions are ultimately beneficial because they will help people in ministry to stay on task as a point of reference and effectively work towards helping the whole church fulfil God's call to ministry.

It is understood that they may well change and develop over time as the church leaders discern God's will and seek to follow it.

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| Role title: | Pastor |
| Accountable to: | The church Elders and through them to the deacons, trustees and church membership as laid out in the Church Rules and Trust Document. |
| Tenure: | Full time, salaried |
| Purpose: | <p>As a full time elder the role of the pastor is to work with the elders in overseeing the life and direction of the church. The pastor will have a firm grasp on the purpose, values and strategy of the church and the ability to align church staff and key leadership teams with its vision and mission. The pastor will offer pastoral leadership to the congregation alongside elders. The pastor will work with the elders and trustees to ensure that the systems, practices, and policies of the church support its vision and ministry activities.</p> <p>To be able to preach, give importance to prayer both personal and corporate, challenge, train, counsel, guide and effectively communicate God's truth.</p> |
| Key Responsibilities | <p>1. Preaching and teaching: The pastor will be the primary preacher for Sunday worship services. This is not a requirement to teach or lead all services as guest speakers would be invited from time to time.</p> <p>The pastor will work with the Elders to encourage and train members of the church to lead services at which he preaches.</p> <p>2. Vision and mission. Working with the other elders, the pastor will seek God's will, to discern and clarify His vision for Evan, and be able to encourage and motivate all leaders, ministry groups & the fellowship alike, to focus on unity of purpose through the inspiration and guidance of the Holy Spirit. It is really important for the elders, jointly, to encourage everyone to use their God given gifts and to do so under the principle of the priesthood of all believers / all-member ministry by teaching biblical truth and seeking God through prayer so that we grow in depth through discipleship, closer through fellowship, in size through evangelism and in breadth by extending our ministry to our local community and beyond.</p> <p>3.Strategic leadership and planning: The elders are responsible for strategic planning and staff coordination in the execution of the church's vision and mission. The pastor will work with fellow elders to define the vision/mission and strategic goals and how to implement the plan by:</p> <ol style="list-style-type: none">1. Coordinating/leading weekly staff meetings and other activities to clarify and execute goals and objectives.2. Monitoring the spiritual pulse of the congregation through review and accountability with the Elders3. Ensuring staffing, and programmes are effectively aligned to meet strategic vision/mission goals.4. Being aware of and oversee, with others, the leadership of all children's, youth and family work within the church.5. Providing leadership in planning and implementing the adult teaching |

programmes and other programs in exploring Christianity, discipleship, community home based groups and ministry training, in coordination with other leaders.

6. In conjunction with the elders, identify and train church members to take on the roles of deacon and elder as per the church rules.
7. With the elders, oversee and direct the work of the deacons and other leaders in the church.

4. Evangelism and outreach. The pastor's role is vital to the leadership of ongoing mission and evangelism to both in the local area and beyond. Working with church members, he will liaise with other local fellowships and may engage in such joint enterprise as agreed by the elders.

This will be done by:

1. Encouraging and leading initiatives for gospel outreach in the church and in the local community.
2. Lead the equipping of members to be ready to share their faith with others.

5. Pastoral. Being aware of the people within and attached to the church family is an important aspect of the role.

This will include:

1. Overseeing the pastoral awareness of church members and attendees with the elders, seeking to support individual need, either personally or through appropriate ministry leaders as it arises.
2. Awareness of and support for spiritual need within the congregation.
3. Supporting families spiritually through bereavement and other difficult times.

6. Staff supervision and development: The pastor works with the elders and trustees in line management as they evaluate and mentor paid staff in their respective areas of ministry by:

1. Overseeing staff training and development opportunities.
2. Working with the elders and trustees in respect of the identification of need and recruitment of other salaried posts.
3. Working with the elders and trustees to conduct performance evaluations, and provide on-going informal performance feedback to staff.

Other areas.

7. Continuing professional development: The pastor will be entitled to allocated time for involvement in conferences and wider ministries as agreed with the elders. Attendance at the annual FIEC Conference would also be expected of the pastor. (Where pertinent this could be delegated to an elder or an assistant/associate pastor).

Where fees or expenses for these items are not reclaimable from an alternative source they may be charged to the Church.

8. Hours of Work: The importance of time off for family, private and recreational purposes is acknowledged. Variation in hours of work will be at the discretion of the elders and include the following:

1. One specific and agreed day of the week is to be taken with such other time as would be mutually acceptable to the pastor and the elders as a

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day of rest.

2. The expectation is that two of the three sessions (3.5 hours per session) a day be worked over a six-day period. This equates to 12 sessions a week. This needs to be flexible given the nature of the role and changes to this should be discussed and agreed with the Elders.
3. The pastor is expected to work exclusively for Romford Evangelical Free Church and any external engagements would need to be agreed by the Elders in advance.

Evaluation and compensation:

The Personnel Team (drawn from the elders, deacons and trustees) will conduct an annually performance evaluation and review of the compensation package.

For up to date information about the activities of Romford Evangelical Free Church, please look at the website www.romford-evan.co.uk