



## Sample Job Description

Title: Pastor of Happy Town Chapel

Purpose of job To lead the Happy Town Fellowship

Reports to The church officers/elders, and through them to the church meeting.

Main purpose of the job To lead the fellowship in a godly and spiritual way  
To teach and preach the Word of God  
To care for the fellowship as families and individuals  
To evangelise, and encourage the church in mission.

### Functions and duties

#### *Lead the fellowship*

The pastor is the leading elder and is responsible, within the leadership, for the spiritual direction of the church in its vision and overall management. This will include arranging regular services, mid week meetings, and supervision of other church events, including children's and youth work. He is responsible for effective management of the church business, through elders', deacons' and church meetings. He will arrange regular administration of the Sacraments of communion and baptism.

#### *Teach and preach the Word of God*

The pastor will be responsible for the preaching and teaching programme of the church. He will encourage sound and thorough bible exposition as God's inspired word and will encourage members in their personal spiritual journeys. He should be a man of prayer, and will encourage the prayer life of the fellowship.

#### *Care for the fellowship*

The pastor will encourage the care and nurture of individuals and church families through conversation and visiting. He will lead the pastoral work of the church. In a wider context he will care for the sick and be the focal point of contact for those who suffer bereavement or have other needs who are not necessarily church members.

#### *Evangelise and encourage mission*

The pastor will remind the church of the need for mission and outreach within the community. He will encourage evangelism in relevant and appropriate ways and have the responsibility for nurturing those converted to Christian discipleship. He will encourage support for mission at home and abroad.

### Other events

The pastor is required to attend annual Conference and, if required, to share in the work of the Connexion and New Connexions, by agreement with the Happy Town Fellowship. He should also liaise and work, where possible, with other local churches and clergy through fraternal, Churches Together events and such like.

## **Rev Billy Hastings (Happy Town Chapel)**

### Sample Objectives Jan – Dec 2008

#### *To lead the fellowship, in a godly and spiritual way*

1. To seek the appointment of an elder before the summer.
2. To plan, with the secretary, dates and agenda's for leaders' and church meetings through the year.
3. To meet with Children's and Youth leaders once a quarter.
4. To revise the membership of house groups, and start a new style group after Easter.
5. To review the church's building maintenance, with the Property Deacon, and report by June Deacon's meeting

#### *To teach and preach the Word of God*

1. To plan the preaching topics on a 6 month ahead basis, with the elders.
2. To encourage X and Y to develop their preaching and leading worship gifts.
3. To start monthly Saturday morning prayer times in January, and encourage attendance at these.
4. To study personally Romans and Isaiah before November.
5. To arrange the series of Lenten Expositions to be given by Greg Haslam.

#### *To care for the fellowship as families and individuals*

1. To visit, with A and B, housebound members at least monthly.
2. To arrange meetings of the pastoral team, and make sure regular support is given to families in crisis.
3. To arrange 4 church fellowship evenings.
4. To arrange two day trips for the over 60s group.
5. To be available at home on Thursday afternoons and evenings for callers.

#### *To evangelise, and encourage the church in mission.*

1. To preach for conversions at 'Come and Hear' meetings (every last Sunday at 5pm).
2. To encourage one House Group arrange an Alpha course after Easter.
3. To ask the Missionary Secretary to have visiting missionaries D and E give reports, and follow their prayer needs up in the Bulletin, and in prayer meetings.
4. Arrange church team for Happy Town Joint Mission (July) and train in 'How to lead someone to Christ'. Support all the planning meetings for this.

#### *Other events*

1. To get two other leaders to New Connexion events.
2. To help on Conference Planning committee.
3. To attend local CTE committee meetings.

#### *Personal*

1. To attend Cornhill training series in September (on 'Avoiding Burnout').
2. .
3. .