

VIKING ALLIANCE CHURCH

Pastoral Job Description

Preamble

Viking Alliance Church is a community of faith which desires to grow deeper in relationship with Christ and with each other, and to become more effective in missional impact in our community. The pastor, along with the Elders Board, provides oversight of the ministry and operation of the church.

Specifically, the Pastor is to take the lead in three key areas:

- * feeding the flock (preaching and teaching)
- * guarding the flock (shepherding and pastoral care)
- * guiding the flock (leading and developing)

The Pastor is called by the Elders Board and is appointed by the District Superintendent of the Western Canadian District of the C&MA in Canada. Upon appointment the pastor couple become members of the local congregation.

Primary Responsibilities

1. Preaching and teaching

- * Exposition of Scripture and instruction in sound doctrine with application for Christian ethics and practice
- * Provide guidance for small groups and Bible studies
- * Encourage congregational engagement with Scripture

2. Shepherding and pastoral care

- * Encourage and lead in the ministry of prayer by instruction, example, and congregational engagement, both personally and corporately
- * Provide pastoral care for congregants including, but not limited to, home visitation, hospital visits, and personal counselling, as needed and able.
- * Conduct funerals, weddings, baptisms, and baby dedications, as needed
- * Encourage and develop Biblical fellowship amongst congregants
- * Engage in positive conflict management and reconciliation according to Biblical principles

3. Leading and developing

- * Attend all Elders Board meetings (with the option of being the Chair of the Elders Board)
- * Work with the Elders Board in developing leaders for the church
- * Work with the Elders Board in giving oversight to church volunteers and committees
- * Collaborate with the Elders Board in developing and implementing a plan for outreach in the community
- * Give primary oversight for the planning of corporate worship times, including (at least quarterly) communion services

4. Administrative duties

- * Facilitate regular communication within the congregation (eg. e-communications, weekly bulletin, news letters, use of encouragement cards, power point announcements, etc.)
- * Oversee preparation and distribution of Annual Reports
- * Manage all Viking Alliance Church correspondence (emails, postal mail, phone calls, etc.)
- * Maintain regular office hours
- * Collaborate with the Elders Board in the maintenance of the church's properties
- * Work with the Elders Board to ensure sound financial management and practice

5. Community engagement

- * Represent the church at community functions, as required
- * Attend the local ministerial
- * Conduct regular services at the Lodge (Vialta) and the Nursing Home (Extendicare) as per ministerial schedule
- * Have at least one non-work related volunteer involvement in the community

6. Denominational responsibilities

- * Maintain and manage communication with the District and National offices of the C&MA
- * Regularly connect with the District Coach
- * Attend the annual District Pastor's Prayer Retreat
- * Attend the bi-annual District Conference and the bi-annual General Assembly of the C&MA as possible or feasible

7. Personal growth and health

Because all ministry is an outflow of a growing and deepening relationship with Christ, and because healthy ministry necessitates the minister being healthy, the following are expected:

- * The Pastor will engage in daily prayer and Bible reading/Bible study
- * The Pastor will engage in personal growth and development through reading, personal study, ongoing education, and personal retreats
- * The Pastor will be faithful in taking his regular days off
- * The Pastor will use his annual vacation time within the calendar year unless he negotiates a different arrangement with the Elders Board

Reporting Relationships

- * The Pastor reports to the Elders Board
- * The Pastor supervises volunteer staff as determined by the Elders Board
- * The Pastor participates in an annual performance review