

**JOB DESCRIPTION  
SENIOR PASTOR  
GATEWAY CHURCH OF BRAWLEY**

**INTRODUCTION**

The pastor derives his authority from God's call and shall function as a minister of Jesus Christ through the church. Entrusted with the Gospel, equipped and enabled by the Holy Spirit, the pastor is accountable to God, to whom he owes primary commitment. He is also accountable to the Elders of Gateway Church.

As God's spokesperson, the pastor will be given the freedom of the pulpit "to speak the truth in love," seeking in all things the mind of Christ, building of the church in love and the making of disciples.

**GENERAL ASSUMPTIONS**

- A. The pastor will abide in the continuing presence, guidance and leadership of the Holy Spirit.
- B. Before receiving his call, the pastor received and responded to the Lord's invitation to follow Him as a Christian. The pastor will use all the enabling means of grace to grow as a Christian, and to develop his God-given gifts and his professional capabilities, skills, disciplines and standards.
- C. As a person with family relationships and responsibilities, and with civic duties:
  - 1. The pastor will be encouraged to take adequate time to nurture primary family relationships and responsibilities.
  - 2. The pastor will be encouraged to fulfill his responsibilities as a citizen, relating to civic and community agencies and causes, as far as stewardship of his time allows.

**STAFF RELATIONSHIPS AND AUTHORITY**

- A. The pastor is considered the senior minister in a staff-team relationship **and first among equals**. Each person is to be valued as the equal of others, because all faithful service ranks the same with God. Job titles are used to designate lines of responsibility, accountability and authority.
- B. The pastor functions as chief of staff, and is directly accountable for building effective staff relationships and for the delegated ministries performed by staff. In turn, all full time and part-time staff are accountable to the Elders.

**These lines of administrative authority assume:**

- 1. The pastor has the authority to provide for the most flexible use of staff that may on occasion transcend staff job descriptions.
- 2. Each staff person will be granted adequate authority by the pastor to work with creative imagination and freedom in relation to the appropriate board, ministry, and committee structures.

Similar freedom and trust will be given to all staff persons in order for them to develop their own team ministry.

3. If dissatisfactions arise among the staff, the senior pastor will first handle them. In the event they cannot be resolved, and conditions would exist that the termination of a staff member might be necessary, the senior pastor would not take unilateral action to dismiss staff, but would make the appropriate recommendations to the Elders.
  4. That all staff grievances would first come to the pastor, and if a staff person feels his grievance has not been fairly resolved by the pastor, then the staff person would have direct access to the Elders.
- C. All staff persons will function as a part of a team using their specialized gifts to enhance and promote the programs of the church.
- D. A team ministry concept will require teaching/learning situations and settings which can provide patterns for the church to emulate a genuine climate of openness for growth, change and innovation, coupled with faithfulness to the Gospel of Jesus Christ.
- E. The pastor shall have the authority when openings occur and budget allows, to hire custodial or secretarial persons with the approval of the Elders.
- F. The pastor shall have the authority to make the decision whether persons presenting themselves for baptism have received Jesus Christ as their Savior and committed their life to serving Him.

## **JOB DESCRIPTION**

### **Qualifications**

The senior pastor must comply with the appropriate provisions of the church Constitution. This position requires a person with a reasonable background of experience as a pastor. A definite calling to the ministry and a personal belief in all commonly accepted Biblical beliefs and principles are also basic requirements. The overall ability to lead, motivate and coordinate the fundamental programs of the church is a further job requirement. The senior pastor must possess the highest integrity and unquestionable moral conduct.

### **Responsibilities**

The pastor shall practice in his personal life and lead the church in all of the following areas:

1. **Ministry of Preaching.** The regular preaching by the pastor is central to the worship experience. He has the responsibility to coordinate all elements of worship with the Department of Worship and church musicians. The Department of Worship will serve as a sounding board, offer suggestions, and assist the professional leadership wherever needed.

2. **Ministry of Development and Leadership.** The church, according to the Bible, is like a body with many parts. Keeping the body healthy and vigorous, enabling each part to fulfill its vital function is a continuing pastoral task. The pastor must lead, train, and encourage those in leadership roles.
3. **Ministry of Care, Counseling and Encouragement.** The church must care about people. This caring concern is exercised in part by the pastor in time devoted to families in grief, in joy, in crisis, and through counseling appointments, and in hospital and general visitation. Being available or sending a note of encouragement is part of pastoring.
4. **Ministry of Outreach.** A church must not live for itself. The senior pastor extends the Christian mission through community leadership and service and encourages others to do the same.
5. **Ministry of Teaching and Learning.** Christian growth is as necessary for the senior pastor as for any other Christian. The teaching tasks depend upon a willingness to study and learn, and to organize learning experiences for the congregation. Midweek services, Bible study, plus suggestions for the Christian education program are involved in this segment of the portfolio.
6. **Ministry of Administration.** It is anticipated that a “ministerial staff” will accomplish many of the overall duties but it is the senior pastor that guides, **gives direction, holds accountable** and encourages the staff through his leadership and counsel. In addition, the senior pastor will work closely with the Elders, ministries, or committees in planning and organizing programs to meet overall objectives.
7. **Accountability.** The senior pastor serves as an Elder and is mutually accountable to the Board of Elders.

## COMPENSATION AND BENEFITS

The Board of Elders shall review the pastor’s compensation and benefits annually. Recommendations will be submitted by the Church Finance Committee each December in preparation of the following year’s budget. The following elements shall serve as a guide:

### **Compensation:**

Salary  
Housing Allowance  
Utilities  
~~Ministers & Missionaries Retirement and Medical (or like designation)~~  
Merit and Cost of Living Salary Increases

1. The senior pastor will work with the Elder’s Board to establish a vision and/or goals for the church annually.
2. Achievement of set goals will be reviewed with the Elders Board as part of an annual evaluation.
3. Merit increases will be determined by the Elder Board, taking into consideration results of the performance evaluation **and available funds**.

4. Cost of living adjustments will be independent of performance and based on comparisons to other churches in the area and available funds. Such adjustments may be made annually.

**Ministry Related Expenses:\***

- Auto Travel Expense (per mile allowance allowed by IRS)
- Professional Expenses (books, hospitality, dues, etc.)
- Convention/Conference Expenses
- Continuing Education
- Telephone Expense
- Meals

**Additional Benefits:**

- Two days off each week
- Three weeks vacation

\*Invoices, receipts, and mileage (monthly) shall be submitted to the bookkeeper for reimbursement.

**PERSONAL LEAVE**

Approved absences due to personal illness, family illness, death in the immediate family, jury duty, personal reasons, or by administrative directive are covered as follows:

**Vacation**

Senior Pastor will be entitled to an annual vacation with pay as agreed upon in their initial agreements. **Vacation may be taken 1 year after date of hire.** Vacation time does not accrue, nor is there pay for unused vacation time except for the year in which termination or resignation occurs. Any deviation from this policy must be negotiated with the Board of Elders. The intention of a vacation is to provide a time of rest and relaxation from staff responsibilities.

**Personal illness**

Full time professional staff will be paid for 12 days of absence per year due to personal illness.

**Extended Illness**

In the event of extended illness or disability, full time compensation will be paid for three months.

**Family Illness**

In the event that the absence is due to serious illness of a member of the immediate family, personal leave (not to exceed five (5) days during any calendar year) shall be granted with pay, unless otherwise allowed by the Board of Elders.

## **Jury Duty**

In the event that members of the clergy are called for jury duty, they shall receive full pay during the tenure of this service. However, staff must reimburse the church the stipends they receive from the court for performing this duty.

## **Personal Reasons**

Absence for personal reasons is discouraged except in emergencies and must be approved by the Board of Elders. The maximum number of days of must not exceed three (3) during a calendar year. Additional days may be charged against annual vacation days.

### **Leave without pay**

Leave without pay is not permitted unless approved by the Board of Elders

## **Administrative Directive**

Whenever the staff is directed to remain home because of severe weather or national calamity, they shall receive full pay while remaining off the job.

## **HOLIDAYS**

Time off with pay for specific holidays are as follows:

- New Year's Day
- President's Day
- Good Friday – ½ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving – Thursday and Friday
- Christmas Day
- New Year's Eve – ½ Day
- New Years Day

## **CONTINUED EDUCATION**

Continued Education opportunities (such as, workshops, conferences, seminars) may be taken when deemed necessary, but not to exceed 10 days per year and/or budget constraints. Prior approval must be received from the Board of Elders.

## **PULPIT COVERAGE**

**The pastor is responsible for ensuring that the pulpit coverage is secured prior to taking any leave for personal or for continued education that will result in an inability to preach on Sunday.**

## **DISSOLUTION OF RELATIONSHIP**

In accordance with the Constitution, the pastor and the church understand and agree to the following:

1. That in the event the pastor desires to dissolve his pastoral relationship, he will submit in writing to the Board of Elders his resignation which will be effective no less than one month from the date the resignation was submitted, or at a time that is mutually acceptable to him and the Board of Elders.
2. That his final pay check will include compensation due for unused vacation time and reimbursements for professional and car expenses due him.
3. ~~That his official termination date shall include vacation time.~~
4. That the pastor will submit to the office manager all church keys, records, and equipment belonging to the church but which had been under his care.

**In the event the dissolution of relationship is initiated by the church by reason of proven acts of dishonesty or immorality with Gateway Church of Brawley, or that the senior pastor has become ineffective as pastor of the church, the parties agree to adhere to the following:**

1. It is understood that before the church initiates the process to terminate the services of the senior pastor the following conditions will have been met:
  - a. The Board of Elders shall be open and honest with the senior pastor at every stage of the termination process.
2. In the event termination is due to proven immoral or unethical acts that would be an embarrassment to the pastor or the church if he would continue to preach, then the pastor will be terminated immediately and shall receive the equivalent of two months compensation, two months medical coverage, and vacation pay in lieu of vacation due.

This document is understood and agreed to by the senior pastor and the Board of Elders. All parties shall abide by its terms and any future changes that are mutually agreed upon.

Signed by \_\_\_\_\_ Date \_\_\_\_\_  
(Senior Pastor)

Signed by \_\_\_\_\_ Date \_\_\_\_\_  
(Elder)

Signed by \_\_\_\_\_ Date \_\_\_\_\_  
(Elder)

Signed by \_\_\_\_\_ Date \_\_\_\_\_  
(Elder)

November 2004