

Grace Evangelical Missionary Church

15069 Hwy 60, Killaloe, ON K0J 2A0 | graceemckillaloe@gmail.com

Pastor Job Description 2022

INTRODUCTION

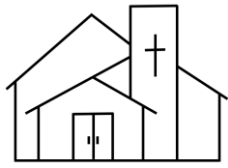
Grace Evangelical Missionary Church has been a part of Killaloe, Ontario since 1875. Grace has a smaller (less than 50) in person congregation with room to grow as well as a local radio following and a virtual congregation.

Our Vision/Mission statement is: ***Follow Jesus. Build His Kingdom. Go Where He Calls.***

QUALIFICATIONS

The pastor is God's representative to the local congregation and the community, and as such shall have a personal relationship with Jesus Christ and His church, which shall be evidenced by the following attributes:

- A high priority on daily devotions with the Word and prayer. (Psalm 46:10)
- A servant's heart by our Lord's example. (Matthew 20:28)
- A desire and willingness to faithfully shepherd the flock. (1 Peter 5:2)
- A community focus for fulfilling the great commission. (Matthew 28:16-20)
- A clear testimony of saving faith in Jesus Christ, confirmed by witnesses to one's transformation. (Acts 9:27-28)
- A belief in the inspired, inerrant, infallible, and sufficient Word of God, and a passion to live by it. (Psalm 12:6-7, Psalm 100:5, John 17:17, Matthew 4:4, Matthew 24:35, Hebrews 4:12, Acts 14:21)
- A gift for preaching and teaching the Word of God. (Ephesians 4:11)
- A strong relationship with family founded upon a strong spiritual family foundation in the Lord. (Proverbs 22:6; Colossians 3:20)
- A commitment to taking time for self and family for the purpose of refreshment, rest and rejuvenation. (Psalm 23:2).
- Ordination through EMCC or approval by EMCC to pastor the congregation.
- Certified to conduct marriage ceremonies in the Province of Ontario.
- A clean criminal background check.
- Ability to secure their own housing.



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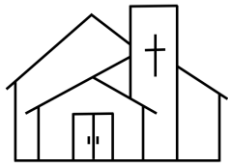
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RESPONSIBILITIES – Approximate time allocation

- 50% Sunday worship including all aspects of preparation – sermon, order of worship, lay participation, post worship follow up (i.e. multimedia distribution), etc.
- 25% Visitation, mentoring, counselling
- 10% Community involvement
- 10% Personal devotional time
- 5% Administration

PASTORAL DUTIES

- Lead by example. The pastor and their family shall be Christian role models in the community according to 2 Timothy 2:2, 15, 22.
- Responsible for much of the visitation with the church members and visitation in the community. Visitation can be part of a regular ministry in cooperation with help from other volunteers from the church. (Matthew 25:35-36, Mark 12:31)
- Visit members, adherents and others connected in any way with the church regularly, done in compliance with our Protection Plan and with mindful representation of Grace EMC while exercising discretion.
- Encourage believers in their spiritual walk. (Acts 12:23)
- Provide pastoral counselling within the congregation and in the community as required. This needs to be done with compassion, confidentiality and within the requirements of our Protection Plan.
- Conduct funeral services including grief counselling and help organize the funeral service and graveside committal service in respect of the family's wishes according to the EMCC Statement of Faith. This may include committals that have been postponed due to seasonal circumstances.
- Provide pre-marital counselling in accordance with the EMCC Statement of Faith. Coordinate the arrangements for the marriage ceremony as well as preside at the wedding ceremony.
- Administer the ordinances of the church, the Lord's Supper, baptism, baby dedications, counselling, and receiving new members into the church.
- Initiate activities or programs to meet the needs of individuals and groups within the church, in consultation and cooperation with the church board.
- Be willing to learn and adapt to changes in technology and other various forms of multimedia for purposes of communicating with the congregation and community.
- Always available for emergencies.



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SPIRITUAL LEADERSHIP

In partnership with the church board:

- Initiate the planning process for vision and long-term ministry goals and provide spiritual oversight to the church by ensuring that all affairs and activities are consistent with the Bible and the church vision/mission and ministry goals.
- Develop and implement, with the help of the church, a strategy for growth.
- Develop lay leadership within the church (Ephesians 4:11-12).
- Demonstrate a spirit filled life in the church and in the community.
- Engage the audience through effective communication being mindful of different desires within the congregation.

WORSHIP SERVICE

- Be responsible for a spiritual, meaningful order of worship including prayer and praise time and provide input in the selection of hymns and choruses that supplement the message.
- Preach the Word of God regularly to equip, empower and inspire the congregation to live lives worthy of the Lord (Acts 6:4, 2 Ti. 4:2).
- Encourage and provide opportunity for others to participate in the service.
- Always follow the Spirit's leading in worship and provide an invitation to the congregation for the acceptance of Christ as Saviour.
- Be available to greet those present at Worship each Sunday.
- Share the worship service electronically or as agreed upon by the church board.

ADMINISTRATIVE DUTIES

- Prepare and submit reports in a timely manner in accordance with church board expectations.
- Collect and prepare announcements.
- Liaise with all committees and organizations within the church.
- Maintain a close working relationship with the church board.
- Maintain and purchase supplies and stationery as required.

ACCOUNTABILITY

The pastor shall be accountable to the Grace EMC board directly and indirectly to the EMCC in all aspects of performance of duties and actions in fulfilling the mandates stipulated in this job description.