

# Pacific Union College Church

## John Hughson: Job Description

Position: Executive Pastor

Purpose: Give leadership to pastoral care of members and over-all organizational management of the church program

Supervision: Senior Pastor

General Areas of Responsibility:

### **I. Healthy and Effective Personal Life**

A. To live an authentic and growing Christian life

B. Professional Growth

- ❖ Maintain personal study, reading and prayer life
- ❖ Maintain subscriptions to journals and make additions to professional library
- ❖ Attend continuing education seminars
- ❖ Attend NCC meetings for pastors

### **II. Healthy and Effective Church Office Relationships**

A. With Senior Pastor

- ❖ Establish a strong, working relationship
- ❖ Meet together regularly to review the church program and set priorities
- ❖ Provide timely counsel and feedback
- ❖ Plan church staff and pastoral staff meeting agendas
- ❖ Act and speak on behalf of Senior Pastor in his absence

B. With Associate Pastors

- ❖ Be available to help in the successful completion of defined ministries and ongoing ministry concerns
- ❖ Provide timely counsel and feedback
- ❖ Coordinate needs and requests as appropriate, including travel/vacation plans
- ❖ Review follow-up of voted actions and responsibilities

C. With Church Employees

—Office Manager/Secretary  
—Treasurer/Clerk  
—Church Facilities Director

- ❖ Give primary supervision
- ❖ Define job descriptions
- ❖ Be available to support, as needed, in completion of responsibilities
- ❖ Provide timely counsel, feedback and regular evaluations
- ❖ Coordinate travel/vacation plans

### **III. Healthy and Effective Relationships with the congregation**

- ❖ To love and care for the flock as an under-shepherd of Jesus
- ❖ To give priority to personal contact above all non-personal but necessary work
- ❖ To aspire to protect a reputation for professional competence, financial integrity, moral purity, confidentiality, compassion and Christlikeness
- ❖ To understand the priority of being an equipper and player coach, releasing people of the congregation to fulfill God's call to serve with skill and authority

#### **Specific Areas of Responsibility:**

##### **I. Pastoral Care—To develop and nurture a program of consistent pastoral and lay care to include:**

- ❖ Renewal of a parish plan for visitation and member care
- ❖ Creation of a database of special and consistent visitation needs (eg. homebound, rest home, discouraged or lonely people)
- ❖ Week-by-week distribution of urgent or extraordinary pastoral care needs (eg. illness, bereavement, loss, employment, trauma, misunderstandings) to staff, and encouraging appropriate follow-up and accountability
- ❖ Cast vision, recruit and equip lay champions to instigate and administer specialized caring ministries using elders, deacons and deaconesses

##### **II. Administration**

###### **A. Summary of Duties**

- ❖ Meet weekly with the Head Elder for planning and feedback
- ❖ Provide primary decision-making for the daily operation of the church
- ❖ Provide oversight for follow-up of decisions made by the Church Business Session, Church Board, Pastoral Staff and Church Staff meetings and various committees
- ❖ Give primary coordination to church-plant repairs and renovations
- ❖ Coordinate church calendar management
- ❖ Exercise financial management of operational and restricted funds—approve expenditures and monitor budgets
- ❖ Oversee website development and maintenance
- ❖ Act as liaison with schools for student financial aid
- ❖ Initiate New Member Orientation: take photos, obtain needed New Member information, provide New Member packet
- ❖ Oversee insurance issues for church property, equipment and liability
- ❖ Review production of weekly church bulletin
- ❖ Oversee updating of policies and procedures handbook
- ❖ Share PUCE weekly classroom worship
- ❖ Preach as scheduled
- ❖ Act as liaison with NCC for church operational issues
- ❖ Maintain membership in local ministerial associations
- ❖ Keep regular, posted hours and how to be reached when not in the office
- ❖ Cast vision, recruit and equip lay champions to instigate and administer specialized administrative ministries

Specific Areas of Responsibility—Administration continued

B. Board/Committee Responsibilities

- ❖ Church Board
- ❖ Board of Elders
- ❖ Elder Leadership Team
- ❖ KNDL Board and Executive Board
- ❖ OMNI
- ❖ Building and Management
- ❖ Community Needs
- ❖ Decorating and Banners
- ❖ Community Services/Dorcas
- ❖ Finance
- ❖ Greeting Ministry
- ❖ Nominating and Interim Nominating
- ❖ Planning and Policy
- ❖ Adult Sabbath School
- ❖ Board of Deacons
- ❖ 60 + Club
- ❖ Personnel