

CHURCH POLICIES

Section 2

Home Office Administration

2.1 HR Policies

2.1.1 Job Description

2.1.1.3 Church Pastor

Church Pastor

SUMMARY:

Church pastor is an appointed position in the United Church of God, an International Association (UCGIA). Church pastors are proven elders who fulfill the biblical criteria and have been appointed to their positions by Ministerial Services. A Church pastor must be an elder in good standing, as defined by the Ministerial Code of Ethics, the Constitution and Bylaws, and all other policies adopted by the Council of Elders. A Church pastor **must be supportive of the doctrines and policies of UCGIA**. A Church pastor must be an elder whose credentials have been officially accepted by the Council of Elders of UCGIA. Church pastors provide spiritual and moral guidance and assistance to members in their assigned congregations.

RESPONSIBILITIES:

The office of the ministry is a divine calling which carries with it an inherent leadership responsibility. A Church pastor is expected to use his ministerial gifts **to promote the development of godly character in the lives of the members**. The primary function of the Church pastor is to shepherd his congregation(s). He functions as the spiritual overseer for those who he is assigned to serve and assists them in their spiritual growth and development (Ephesians 4:12, 13). Each pastor should fulfill his responsibilities in serving the brethren with humility and love. The following is a basic listing of those responsibilities.

- The pastor is expected to speak most every Sabbath and if he has a multiple- church circuit, he would normally deliver two sermons per Sabbath, unless there is another church activity which would prevent him from maintaining this schedule (Bible Study, socials, counseling, clubs, etc.). The pastor should strive to give **a balanced sermon diet**, giving meat in due season (2 Timothy 4:2).
- **Congregational Bible Studies** should be made available to the entire local membership, although there are a number of options for these—Sabbath day, weekday, in-home, etc.
- The Church pastor should offer to visit the membership in their homes. Effort should be made to maintain regular visitation or contact with all the membership. The purpose for a visiting program is to **develop a personal relationship with each member of the congregation**. In some cases it may be preferable to visit the member in your home or office. (A pastor should strive to arrange visits or counseling sessions in such a manner as to avoid being alone with anyone that might give the appearance of wrongdoing. A public location such as a restaurant would be preferable for such visits.)
- The Church pastor is expected to conduct a variety of member, non-member, and youth counseling sessions. These are scheduled as requested or as the pastor sees a need.

- The Church pastor is expected to be available for anointing the sick. While he
- may delegate some of these responsibilities to other elders in the congregation(s), he should make himself available for such service as well.
- In order to maintain a close relationship with the ordained individuals in the congregation(s) he serves, the Church pastor is expected to maintain regular contact and communication with the deacons, deaconesses, and elders. In addition, it is expected that regular meetings be conducted with these individuals to involve them in the decision making process for the congregation. It is also recommended that occasional meetings be held with the elders to discuss matters relevant to the ministry in the local congregation.
- The United Church of God expects all pastors to be on call or be accessible in case of an emergency 24 hours a day. Exceptions would be when away on Church business or traveling during approved vacation times and holidays. Note the following:
 - when away from the area for more than a day or two, an emergency number where the pastor can be reached should be provided to an elder, deacon or leading member
 - an answering machine or answering service should be available for those who call your home so you can respond as soon as possible
- Church pastors are expected to complete and provide the Monthly Church Report form to the regional pastor and Ministerial Services by the 14th day of the following month. A pastor is also expected to supply information, statistics, surveys, inquiries when requested by the regional pastor or Ministerial Services.
- The Church pastor is expected to oversee all areas necessary for the smooth functioning of a local congregation. He is encouraged to delegate and rotate many of these responsibilities to provide opportunities for the development of men and women within the congregation. These items may include, but are not limited to, the following:
 - Church bulletins
 - Church clubs
 - Church socials
 - Committee activities
 - Festival information
 - Financial administration
 - Local evangelistic activities and Outreach activities
 - Local services for the Holy Days
 - Prayer requests
 - Preparation and publishing of speaking schedules
 - Sabbath and Holy Day duties
 - Sabbath schools
 - Speaking opportunities
 - Weddings and Funerals
 - Youth programs
- Each pastor is expected to serve during the annual Feast of Tabernacles as he is requested by Ministerial Services and the assigned Festival coordinator. He should also be willing to speak as assigned by Ministerial Services. A rare exception would be when

a pastor needs to take official vacation time (which must be pre-approved by Ministerial Services) while attending the Festival at a UCG site.

- To meet the manpower needs associated with the Feast of Tabernacles, all pastors are expected to attend their assigned festival sites except in the following circumstances:
 - Approved to transfer to another site no more than once every three years.
 - Requested to transfer by Ministerial Services.
 - Approved to transfer due to special considerations or emergencies.
- Expense reimbursement will be provided for pastors in the performance of their duties in accordance with established corporate policy. Monthly requests for reimbursable expenses are expected from each pastor postmarked no later than 30 days of the month's end. On an annual basis, each pastor, working with his regional pastor, is expected to develop and submit an expense budget for his circuit/area.
- **Each Church pastor is expected to provide the communication updates from the Council of Elders, the Home Office, and/or Ministerial Services to his congregation(s) in a timely manner.**
- Each Church pastor is expected to attend all regional conferences, and other meetings as requested by the regional pastor and/or Ministerial Services.
- **Each Church pastor is expected to participate in an annual review of his performance.**
- Other areas of responsibility pastors may be asked to fulfill include writing, editing, and/or researching for Church publications; participating on various task forces and committees; serving at youth camps; and developing programs for various groups within the Church.

SELECTION AND ASSIGNMENT OF CHURCH PASTORS:

Church pastors are appointed by Ministerial Services based on the respect of the ministry, his number of years of service, his wisdom, and his job performance. **Each Church pastor can expect occasional transfers to other areas or new job assignments.**

PASTORS ON REDUCED SALARY:

In some cases a pastor may be unable to fulfill all the responsibilities that would normally be expected of him because of the need to work another job (either part-time or full-time). Decisions will be made on a case-by-case basis as to the level of expectations for pastors who fall into these two categories. However, a pastor should not assume that lower expectations apply to him unless he has discussed the matter with Ministerial Services.

Approved by the Council of Elders: August 30, 1999