

Position Description: Pastor

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America and welcomes all people into full participation in the body of Christ without regard to race, nationality, ethnicity, ability, marital status, gender identity or sexual orientation. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Pastor is classified as an exempt, full-time, rostered-leader employee who as the Head of Staff reports to the Mutual Ministry Committee and the Congregation Council.

Job Overview

The Pastor shall guide members, staff and friends of the congregation in sharing the Good News of Jesus in word and deed in a manner consistent with the vision, core values, mission and long-term objectives of Messiah Lutheran Church

Responsibilities and Duties

These responsibilities and duties are a further clarification of the responsibilities of a Minister of Word and Sacrament as described in Chapter 9 of the *Constitution, Bylaws and Continuing Resolutions* of this congregation.

1. Preach the Word

- a. Study and illuminate the Holy Scriptures in a manner consistent with the theology and social teachings of the *Evangelical Lutheran Church in America (ELCA)*.
- b. Support other staff and volunteers in their occasional public proclamation.

2. Administer the Sacraments

- a. Ensure the proper administration of holy communion and holy baptism in a manner consistent with the ELCA's *Use of the Means of Grace*.
- b. Support the work of the Altar Guild in maintaining all sacred objects necessary for the administration of the sacraments.

3. Conduct Public Worship

- a. Support the work of the Minister of Music, Faith & Spirituality Coordinator and Worship & Music Ministry in crafting public worship services on all Sundays and Holy Days.
- b. Craft and conduct mid-week public worship services during Advent & Lent.
- c. Craft and conduct services responding to extraordinary events in the life of the community or nation, often in an ecumenical or interfaith manner.
- d. Conduct weekly prayer and meditation gatherings.

4. Provide Pastoral Care

- a. Maintain contact with all members, potential members and friends of the congregation.

- b. Support the Care & Concern Committee in maintaining a list of Members in Need of Care and Members Away (generally college students and members serving in the armed forces) and provide particular care for members on both of those lists.
 - c. Council members in emergency instances of spiritual, mental or emotional distress and refer them for further mental health care or support.
5. *Seek out and encourage qualified person to prepare for the ministry of the Gospel.*
 - a. Support all members and particularly young people in considering a call to rostered ministry.
 - b. Encourage participation in Young Adults in Global Mission and other lay ministry training programs of the Upstate New York Synod and the Evangelical Lutheran Church in America.
6. *Impart knowledge of this church and its wider ministry through available channels of effective communication.*
 - a. Connect members with the wider work of the Evangelical Lutheran Church in America, the Upstate New York Synod, the Hudson Mohawk Conference, the New York State Council of Churches, Schenectady Community Ministries, Schenectady Clergy Against Hate and other ecumenical/ interfaith organizations in conversation with the Congregation Council.
 - b. Lead the congregation's delegation of representatives to the annual *Upstate New York Synod Assembly* and biannual *Hudson Mohawk Conference Assembly*.
7. *Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.*
 - a. Serve as a staff liaison to the Social Action Ministry Team.
 - b. Represent the congregation in local, regional and national social justice organizations in line with the social teachings of the Evangelical Lutheran Church in America.
 - c. Write press releases, letters to the editor, etc. and represent the congregation in the local community in partnership with the Communications Committee.
 - d. Administer the social media and other digital platforms of the congregation in a manner consistent with the social teachings of the Evangelical Lutheran Church in America and the most recent Strategic Plan of this congregation.
8. *Offer instruction, confirm, marry, visit the sick and distressed and bury the dead.*
 - a. Serve as a staff liaison to all ministries of the Fellowship Ministry Team and the Faith Formation Ministry Team.
 - b. Plan and administer weddings, funerals and other services marking life passages with additional remuneration provided for nonmember services.
 - c. Organize regular confirmation classes, baptism classes and first communion classes.
9. *Relate to all schools and organizations of this congregation.*

- a. Provide supportive coaching to paid and volunteer leaders of the Rotterdam Community Center.
- b. Support the work of all committees and organizations of the congregation as laid out in its *Governance Policy*.

10. *Install regularly elected members of the Congregation Council.*

- a. Support all long-term strategic planning of the congregation.
- b. Conduct regular nonprofit board and other forms of leadership training with members of the Congregation Council and other leaders.

11. *With the Council, administer discipline.*

- a. Serve as Head of Staff, including making all hiring/ firing decisions with approval from the Personnel Committee and in line with Congregation Council approved budgets and policies.
- b. Support members in resolving disagreements in a manner consistent with the gospel and with the support of the Mutual Ministry Committee.
- c. Support the work of the Safe Church Committee.

12. *Endeavor to increase support for the congregation and its ministries through time, talent and treasure.*

- a. Support the Mission Support Committee in conducting an annual Financial & Time & Talent Mission Support Campaign and special Capital Campaigns as directed by the Congregation Council and the Congregation.
- b. Cultivate community donors and grant opportunities to support the Community Center.

13. *Encourage adherence to covenantal relationship with this church as expressed in the Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America.*

- a. Encourage member participation in the many ministries of our wider church.
- b. Endeavor to increase levels of mission support for the Hudson Mohawk Conference, the Upstate New York Synod and the Evangelical Lutheran Church in America.

Compensation/ Benefits

1. A minimum of two days off a week shall regularly be provided. In conversation with the Congregation Council, the Pastor may move days off to cover various events.
2. A minimum of four weeks off a year shall be provided.
3. A two-three month sabbatical after a Pastor's first seven years of service and every subsequent five years of service shall be provided in a manner consistent with the *Sabbatical Policy* of this congregation.
4. All other compensation and benefits shall at a minimum be provided for in line with the most recent edition of the *Compensation Guidelines of the Upstate New York Synod* and shall be separately voted upon by the Congregation Council.

Skills and Qualifications

Skills and qualifications for a candidate, as well as the call process shall be conducted in the manner described in this congregation's *Constitution, Bylaws and Continuing Resolutions* in partnership with the Upstate New York Synod and its representatives.