

Evangelical Lutheran Church of the Redeemer
Pastor Position Description
Council Approved Oct. 3, 2021

Position

The function of the pastor is to actively and creatively preach the word and administer the sacraments in a collaborative ministry with the members and leaders of Redeemer Lutheran Church. This position reports to the executive committee of the congregation council. Specific position results will be detailed in annual performance goals and performance reviews.

Position Qualifications

The Pastor is expected to possess the following skills, abilities, and experience in order to carry out the position responsibilities:

PRIORITIES FROM CONGREGATION SURVEY/Ministry Site Profile:

- Excellent preaching and worship leadership skills
- Healthy self care and management of family life
- Excellent youth and family ministry leadership skills
- Strong pastoral care and visitation skills
- Strong faith formation, teaching and Christian education skills
- Good communication and media skills

STANDARD TO ALL ELCR POSITIONS:

- Rostered in good standing in the ELCA or full-communion partner. (familiarity with the Lutheran church)
- Experience with Microsoft Office (Word, Excel, Outlook), Google Docs, Gmail; Weebly or website software; Realm church management system; and desktop publishing software.
- Excellent organizational and time management skills
- Strong written and verbal communication and proofreading skills
- Good interpersonal skills
- Ability to interact effectively with a variety of groups & individuals from both within and outside the church
- Ability to plan for and use volunteers
- Confidentiality, Initiative, Reliability, and Work Independently

Key Result Areas

As promised in the Rite of Installation of a Pastor

- Preach and teach in accordance with the holy scriptures and with the confessions of the Lutheran church.
- Minister in harmony with the constitutions of the Evangelical Lutheran Church in America.
- Be diligent in your study of the holy scriptures and in the use of the means of grace.
- Love, serve, and pray for God's people, nourish them with the word and sacraments, and lead them by your own example in faithful service and holy living.
- Give faithful witness in the world.

Congregational Life

- Cooperate with leaders and staff in proclaiming the gospel of Jesus Christ
- Provide support to forming the faith of our members through program areas such as faith formation/education or small groups
- Teach confirmation and adult forums/Bible studies
- Attend to the pastoral care needs of the congregation, including hospital and homebound visits

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Administration

- Serve as a member of the congregation council; and may be a member of any church committee, team or taskforce
- Lead collaboratively in strategic, mission, and long-range planning
- Lead collaboratively in planning all worship services, congregation events & programs, and service/outreach events
- Prepare worship services including hymns, liturgy, service music, offerings of music from the church musician and volunteers
- Maintain the church calendar along with the administrative assistant
- Maintain the parish records with the assistance of the administrative assistant
- Timely contribution to and/or preparation of weekly or other communications to the congregation
- Timely contribution to and/or ability to prepare worship bulletins as necessary with staff
- Supervise all staff and manage according to ELCR policies and the employee handbook
- Seek ways to enliven Redeemer's life through building associations with institutions or organizations – i.e. Gustavus Adolphus College, Mpls Area Synod, food pantries, ecumenical partnerships, etc.

Performance of the Use of the Means of Grace (word and sacrament)

- Serve as principal preacher and presider for worship services, holy communion, holy baptism
- Serve as principal principal preacher and presider for life passages - weddings, funerals; or arrange for coverage

Continuing Education

- Attend ELCA, synod or other professional development as appropriate.
- Costs will be paid by Redeemer for executive committee approved CE according to the pastor's annual compensation package.

Scope of Position

- This position shall be a 75% time call.
- This position reports to the executive committee of the congregation council and a performance review is conducted annually by the president and vice-president.