

Crosslake Evangelical Free Church

Executive Pastor Job Description

Qualifications, General Duties, Expectations and Required Agreements & Organizational Relationships

Principle Functions:

1. (1 Peter 5: 2-3): “Be a shepherd of God’s flock that is under your care, serving as overseer, not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but be an example to the flock.”
2. (Ephesians 4: 12-13): Serve as a shepherd of the flock to care for, nurture, challenge and “prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.”
3. In conjunction with the elder board and grounded in prayer, assist in the development and implementation of the church’s vision and all of it’s ministries.
4. (Philippians 4: 6-7): “Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your request to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.” Spend time in prayer and in the study of God’s word to enrich your personal walk with the Lord. See also, 1 Timothy 4: 15-16 and 6:11-16, 20-21.

Qualifications:

1. Must meet all general qualifications set fourth in 1 Timothy 3: 1-13 and Titus 1: 6-9.
2. Will have completed a theological education consistent with the EFCA or denomination consistent with EFCA beliefs.
3. Will have a general knowledge of organizational management and at least 3 years’ experience managing multiple staff and ministries.
4. Will be technically literate and demonstrate reasonable computer skills to effectively make use of the communication and business systems utilized by the church, it’s staff and congregation.

General Duties and Expectations

1. Join in actively processing with the “Senior Leadership Team”, (Sr. Pastor & Elders), to understand the vision and direction of leadership and then to effectively convey that information to the staff and volunteer leaders. In addition, it is expected that this person will convey the visions, ideas and concerns of the staff and ministry leaders to the Senior Leadership Team so that they can be aware and respond as needed.
2. Participate in the general pastoral care of the congregation in coordination with the Senior Pastor. This includes, but not limited to, providing biblical counseling, performing weddings and funerals, assisting with visitations, and participating in Sunday morning worship services, including preaching and teaching at regular intervals and in the event of the Senior Pastor’s absence.
3. Provide assistance and guidance to all staff, ministries and voluntary leaders, as needed, in support of their efforts to be effective and efficient in their respective areas of responsibility.
4. Will serve as staff liaison between the Deacon(s) of Finance and the elders, guide the budget process for the staff, and oversee the implementation of all ministry program budgets.
5. Be committed to finding and developing relationships with other men to establish accountability in his personal walk with the Lord, his marriage, his role with his family, and in his professional growth as a minister.
6. Provide and demonstrate leadership in evangelism, discipleship, missions and instruction of Christian families that know, love and follow Jesus.
7. Be willing and available to provide counseling in an appropriate church setting when needed and refer for professional Christian counseling as appropriate.
8. Be committed to resolving conflict in a way that glorifies the Lord, edifies the body of Christ, and reflects the principles laid out in Scripture.
9. Be accountable to the elder board and attend elder board meetings and provide written reports for congregation meetings.
10. Be willing to attend conferences and conventions for his personal and ministerial enrichment, providing follow-up reports to the elder board.
11. Establish and maintain consistent office hours in conjunction with the elder board, and maintain communications with the church office in case of emergencies. In addition, maintain flexible working hours as determined by the needs of his ministry.
12. Serve as ex officio member of the elder board and church Commissions.

Organizational Relationships:

1. To the Senior Pastor:
 - a. He will be under the direction of, and responsible to, the Senior Pastor. The Senior Pastor will conduct his annual performance evaluations.
 - b. He will meet regularly with the Senior Pastor for prayer, report of ministries, planning, mutual encouragement and accountability.
2. To the Church Elders:
 - a. He will be accountable to the Elder Board.
 - b. He will be prepared to report and bring recommendations to this body as the need arises.
3. To another Church Staff:
 - a. He will exhibit respect and honor to all Church Staff, both pastoral and support staff.
 - b. He will always maintain a team approach to ministry with colleagues.
4. To the Church Congregation: By Constitution, he is a member of the Church.

Additional Required Agreements:

1. The Executive Pastor will abide by the Constitution and By-Laws of the Crosslake Evangelical Free Church.
2. The start date of this agreement will be _____, 2019.
3. Either party may terminate this agreement as outlined in the By-Laws of the Crosslake Evangelical Free Church.
4. The Executive Pastor agrees with the Evangelical Free Church of America's Statement of Faith.

Statement of Faith

The following is the “Statement of Faith” of the Evangelical Free Church of America. Adopted by the Conference on June 26, 2008

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son and Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully Man, one Person in two natures. Jesus- Israel's promised Messiah-was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the head. The true church is manifested in local churches, whose membership should be only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Through they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and pre-millennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Statement of additional Core Beliefs of the Crosslake Evangelical Free Church

1. **CEFC believes that marriage is the exclusive, covenantal union of one man and one woman, which union was designed by God as written in Genesis 2:24 and Matthew 19:4-6 in its original writings.**
2. **CEFC believes that God created man in His own image and, therefore, in the sanctity of all human life, from conception until the natural end of life.**
3. **CEFC believes that God supernaturally and directly created the heavens, the earth, and every kind of animal and human being as separate and distinct forms of life.**

It is extremely important that all Pastoral ministry applicants, and their spouses, stand in agreement with the EFCA Statement of Faith and CEFC Core Beliefs. Please indicate your agreement with the above Statement of Faith and Core Beliefs here:

_____ Yes, I agree with the Statement of Faith and Core Beliefs above.

_____ I'm sorry, but I do not fully agree with the Statement of Faith and Core Beliefs above.

(You may explain your differences on a separate sheet of paper.)

/	/	/	/
Applicant Signature	Date	Spouse's Signature	Date

Thank You for taking the time to give us the information included in this application. Please return this form to:

**The Search Committee
C/O Crosslake Evangelical Free Church
37218 County Road 66, Crosslake, MN 56442**