



P.O. Box 279  
Montreat, NC 28757  
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www.cccmontreat.org

## Senior Pastor

### **Exempt Full Time position**

**Primary Function:** The Senior Pastor will be the head of staff with prime responsibility for advancing the Identity and Calling of Christ Community Church Montreat (CCCM). The primary duty will be to proclaim the Gospel through preaching of the Word so the congregation and its ministry is centered in Jesus Christ.

### **Responsibilities:**

#### **Worship and Sacraments**

- Study and prepare for the ministry of the Word in Worship, Bible studies, and other teaching opportunities;
- Be the primary preacher on Sundays of God's Word and leader in the congregation's worship life;
- Oversee the proper administration of the sacraments including weekly communion in worship;
- Coordinate with the worship team to plan, coordinate and lead weekly worship services as well as special services, in all aspects, including music and liturgy;
- Plan, coordinate, and lead the congregation's ministry of prayer in its corporate and private applications.

#### **Leadership**

- Moderate all session meetings and work with the Session in leading and equipping the church for advancing the mission strategies of CCCM;
- On behalf of the session direct, review, and evaluate staff and lay leadership in accomplishing the mission of CCCM;
- In conjunction with the Session, implement and promote ongoing short & long range planning process that ensures alignment with our Identity, Calling, Values, Strategies, and resources that God has given us;
- Supervise Pastor of Discipleship and Missions, Director of Youth Ministry; Director of Worship Arts, Children's Discipleship Director, Church Administrator, and Office/Building Manager;
- Oversee, with Associate Pastor and session, new member orientation (including communicant classes).
- Serve as moderator at all congregational meetings;
- Prepare and provide training for incoming deacons and elders for ordination/installation.

### **Pastoral Care**

- Plan, coordinate and lead with the Director of Congregational care the church's ministry to the poor, sick and troubled in such places as homes, hospitals, nursing homes, and hospice centers;
- Provide personal, pre-marital, marital, crisis and conflict resolution counseling in a safe and non-intimate setting, referring to professionals when necessary;
- Plan, coordinate, and lead the other pastoral staff in administering and participating in care and counseling of the congregation.

### **Presbytery**

- Participate in the larger mission of the church by attending Presbytery, and General Assembly.

### **Other duties**

- Other duties as assigned by the Session;
- Opportunities and interests beyond this job description will be negotiated with the Session.

### **Financial Responsibilities**

- Provide budgetary needs for leadership to the Church Administrator;
- Stay within the budgetary parameters for approved budget;
- Maintain records of all expenditures for each area of program responsibility.

### **Administration**

- Follow the protocol set forth by Christ Community Church Montreat human resources policy for the hiring of all paid staff and volunteers.

### **Accountability**

- Maintain an active prayer/devotional/study life;
- Ensure significant time for family and for maintaining personal health and wellbeing;
- Plan for and take vacation as well as sabbatical leave per CCC policy;
- Accountable to the Session;
- Submit a written report to the Session monthly;
- Participate in annual job performance evaluation;
- Engage in professional development as needed and mutually agreed upon;
- Work interdependently with colleagues;
- Adhere to policies as stated in the CCCM Ministry Standards Handbook.

### **Qualifications:**

- Minimum of Master's level theological training (M.Div. or equivalent).
- Proven experience as an institutional leader.
- Ordained – or willingness to be ordained – in the EPC.
- Agreement with the Identity, Calling and Core Values of CCCM.

### **Gifts**

- Excellent communication, interpersonal, and motivational skills.
- Vision casting.