Pequannock Reformed Church In Wayne  
(PRC)  
Position Description: Pastor

The Pastor will discern and cast God’s vision for ministry at PRC and in our communities. Primary responsibilities are preaching, teaching, worship planning, leading worship, counseling, membership growth, administration, leading staff, oversight of children’s and youth ministries, recruiting and equipping leaders and pastoral care. The Pastor will have direct oversight of all Consistory Committees and lay leadership to ensure that the general spiritual condition and direction of PRC is sound.

Ministry Responsibilities:

A. Preaching and Conducting Worship:
   1. Lead congregation in vibrant and inspirational worship of God.
   2. Preach with clarity, challenging the congregation spiritually and bringing God’s word in ways that are relevant to people’s lives.
   3. Develop and lead worship services that are meaningful to and have the capacity to reach out to visitors, the unchurched and those disconnected from church.
   4. Provide a variety of message topics and strive to develop worship styles that inspire and challenge the spiritual growth of the congregation:
      a. Incorporate the congregation and youth into the worship services through creative means.
      b. Investigate and incorporate worship techniques that connect children and youth in worship to God.
   5. Perform the sacraments of baptism and communion and conduct marriages and funeral services.

B. Spiritual Leadership and Administration:
   1. Leadership of the Consistory in planning and programming for the future of PRC in its spiritual, financial and social dimensions.
   2. Provides a spirit-driven ministry, resulting in direction and purpose, to support Consistory and the congregation.
   3. Oversight of the discipleship program of the church and will teach classes and/or lead small groups.
   4. Oversight of children’s and youth ministries.
   5. Lead and equip team ministry.
      a. Promote goal ownership in cooperation with Consistory and a sense of shared purpose among laity and staff.
      b. Lead by example and involve others in decision-making processes.
      c. Oversee and direct the program of PRC. Be open to new ideas, adjust to new situations and seek opportunities for improvement.
   6. Provides oversight for the care and maintenance of PRC’s material holdings including the church premises and personally maintains the parsonage. (i.e., lawn care, leaf & snow removal.)
C. Congregational Care:
1. Personal contact with individuals and families of the church.
2. Visitation with the hospitalized, seriously ill or those confined to a nursery home.
3. Counseling: crisis situations, bereavement, premarital, youth, family and divorce; those seeking baptism and admission to the Lord’s Table in concert with the Elders.
4. Leadership in the involvement of Consistory Members and others within the congregation in pastoral care.

D. Outreach:
1. Provision for the involvement of others in the task of identifying and calling on prospective members.
2. Personal visitation of prospective members.

E. Denominational and Community Responsibilities:
1. Actively support and participate in Classis and Reginal Synod activities.
2. Encourage and support members of PRC in their involvement in the community and the world.
3. Participation in academic and social activities in the communities.
4. Membership in civic and service organizations in the communities.

F. Study
1. As a scholar Pastor, study and writing for the church at large.
2. Study of the Scriptures for personal growth and spiritual renewal.
3. Maintenance of competence in the classical disciplines of the ordained minister; e. g. biblical languages, church history, historical theology, ethics and pastoral counseling.
4. Keeping abreast of current trends in theology, counseling, literature, national and world events.

G. Accountability:
1. Pastor will be an ordained minister of word and sacrament and fully committed to the standards of the Reformed Church in America.
2. All will be done in keeping with the Book of Church Order of the Reformed Church in America, the Rules of Order of the Passaic Valley Classis and the Bylaws of the Consistory and policies of PRC.
3. An annual performance review of the Pastor will be conducted to gather input from the congregation and Consistory.
4. The ministry responsibilities contained herein will be reviewed annually and this document will be revised as needed by the Ministerial Relations Committee. The revised document must be approved by Consistory.

March 2021