



Pastoral Leadership Team Roles and Responsibilities

Trinity Community Church
Libertyville, IL

Rev 2
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Elder-Led Church



The New Testament indicates the primary leadership in the local church should be exercised by a plurality of male elders. We believe this model of leadership is the prescribed Biblical approach to church leadership as exemplified and instituted by the apostles of the early church (Acts 20:17; Titus 1:5; 1 Peter 5:1-3). The role of the vocational minister is less clear, but we can observe that there were individuals who received remuneration for their ministry work, especially in teaching and preaching (1 Tim. 5:17-18; 1 Cor. 9:9).

The elders are at the core of our leadership structure. All are leaders who exercise authority as a body and not as individuals. Some serve full time and exercise broad oversight over the church in roles of teaching, managing the staff, and directing the daily operations of the church. This is why both the Lead and Executive Pastors are members of the elder team.

The Lead and Executive Pastors do not have direct authority over the other, but neither are they co-pastors. Rather, they function as part of the elder team with distinct roles. We believe this assigns appropriate authority to the role of elder and pastor while not putting undue weight or authority on any one individual. This in the long run will maintain a healthy balance of authority and provide long-term leadership for the church.

Vision

It is important that the church have a compelling vision and courageous leadership. The elders along with the staff communicate and implement the vision as identified by the elders and the church. The Lead Pastor has the primary responsibility for the development of this vision with the help of the elders. The Executive Pastor has the primary responsibility for implementing this vision throughout the ministries of the church.

The Purpose and Role of a Lead Pastor

The primary focus of the Lead Pastor will be the study and communication of God's word as well as developing and articulating the vision for the church. This vision will be shaped both by his study of God's word and the discernment and leadership of the elders. He is called "Lead" because in his visible teaching role he will exercise broad "shepherding" oversight over the church, working to see that the body is unified with the same vision.

Lead Pastor Role and Responsibilities:

Ministry of the word and prayer: 50%

- The Lead Pastor is responsible for the teaching and preaching in the church. He sets new series and decides what kind of exposition of scripture is most beneficial for the health of the church. He plans for the long term future by establishing the preaching calendar and expository series.
- He spends extra time in prayer over the needs of the church and the application of the Word of God. He spends time in meditation, listening to God's voice and direction.
- He demonstrates rigorous study in the preparation of sermons and teaching, not just as the micro-level of exegesis and theology, but also in understanding the wider cultural implications and challenges to scriptural truth. When asked why the church is involved in particular ministries, he is able to articulate both practical and theological reasons for the direction.

Ministry direction: 15%

- The Lead Pastor works closely with the Executive Pastor to guide the direction of new and developing ministries. He helps translate the vision of the church into ideas for fruitful ministries that the Executive Pastor will implement.
- The Lead Pastor meets regularly with the Executive Pastor to ensure smooth and beneficial communication about the various ministries in the church.
- The Lead Pastor will meet regularly with the Executive Pastor and the elders, for vision input, prayer, and direction concerning spiritual oversight of the congregation. He will collaborate with the chairman of the elder board in setting the agenda for the elder meetings.

Congregational care: 15%

- The Lead Pastor spends time with church members, strengthening the believers in the church, and visiting and welcoming newcomers.
- The Lead Pastor is responsible for appropriate counseling of members within the church body. In this case, the Lead Pastor is responsible to delegate those issues for which he is not qualified, does not have the necessary experience to handle (i.e. marital conflict, problems with teenage children, etc) or if another member of the pastoral staff would be a better fit.

Missional outreach and outside church relationships: 10%

- The Lead Pastor leads the outward mission of the church by modeling it in his own life and by seeking new opportunities for the church to reach out.
- The Lead Pastor is responsible for wider church network relations. If the elders decided to join an affiliation the Lead Pastor would have the primary task of the research and initiative in the selection of an affiliation.

Personal renewal and devotion: 10%

- The Lead Pastor does not let ministry crowd out his personal walk and renewal before God. He has moments of personal retreat, prayer, solitude and meditation on God's word.



The Purpose and Role of the Executive Pastor

The primary role of the Executive Pastor is to execute, develop and manage the ministries and their staff so that they are effective in implementing the vision and direction that has been established by the elders.

Executive Pastor Role and Responsibilities:

Staff and Ministry Development: 50%

- To oversee, develop and manage the church's ministries. He provides primary decision-making for the daily operations of the church. He is responsible that the various ministries of the church are operating in a healthy way to fulfill the broader vision of the church. He directs the ministry and office staff so that they have clear direction about their future goals and priorities.
- The Executive Pastor sets the agenda and leads the meetings of the Ministry Board.
- To oversee the recruiting, selection, training, development, repositioning, evaluation, and termination of present and future office and pastoral staff, except the Lead Pastor. Hiring and terminations would be approved by the Lead Pastor and the elders.
- To streamline job descriptions, communication and authority paths that maximizes personal creativity, strengths, efficiency and effectiveness, while minimizing bureaucracy.
- To set and track specific, measurable goals to insure that the vision is being achieved. This includes the assisting of the ministry leaders in fulfilling the mission of the church by helping with their planning and budgeting processes, identifying leaders and providing resources, and helping resolve any interpersonal conflicts.
- To oversee the launching of new ministries ensuring they are consistent with the church's vision and values. A commitment to a ministry model that mobilizes volunteers is key to the ministry remaining in the hands of the people (Eph. 4:12).
- To handle personnel conflicts within the ministry and office staff and troubleshoot program and ministry challenges.
- To recommend human resource policy and compensation guidelines to the elder board.
- To motivate and mobilize staff and other members of the congregation through recognizing individual strengths, delegating responsibility and maintaining reasonable oversight.
- To give pastoral oversight to the long range facility development plan.
- Establish church policies and procedures that effectively facilitate the vision.

Church Administration: 20%

- To oversee that the elders' decisions or actions are followed in the operational services of the church.
- To manage the on-going operations of the church support services, such as financial functions, facilities management, communications (newsletter, website, etc.), and administrative staff.
- To identify and implement means to increase efficiency of church support services and resources (i.e., maintenance, IT management).

- To review the church finances for adherence and give pastoral oversight to the annual budget process.
- Continued to streamline and improve the efficiency of the leadership structure of the church.

General Pastoral Responsibilities: 20%

- To actively engage in an effective personal ministry to the congregation through teaching groups or classes and having individual appointments.
- To be available for preaching, teaching, counseling, weddings, funerals, etc. as needed.
- To look for opportunities to share Christ and encourage believers to mature in Christ.
- To provide counseling and encouragement to individuals in the church.

Personal Renewal and Devotion: 10%

- The Executive Pastor does not let his responsibilities crowd out his personal walk and renewal before God. He has moments of personal retreat, prayer, solitude and meditation on God’s word.

