

Job Description: NEC Pastor**Position Title:** NEC Pastor**Reports to:** The President/NEC Administration**Employment Type:** Full-time**Overview:**

The NEC Pastor serves as a spiritual leader and shepherd within the Seventh-day Adventist Church, embodying the characteristics outlined in 1 Timothy 3 and 4. This role involves guiding the congregation in faith, preaching the Gospel, providing pastoral care, and leading outreach efforts to fulfil the Church's mission. The pastor is expected to exemplify godliness, knowledge of Scripture, and dedication to the spiritual well-being of their community.

Key Responsibilities:**Pastoral Care and Nurture:**

- Organise a visitation programme involving church Elders, Deacons, and Deaconesses, ensuring regular visits to members, particularly the elderly and sick.
- Develop an ongoing programme for reclaiming former and encouraging inactive members.
- Provide support to the sick and bereaved, offering comfort and spiritual guidance.
- Promote spiritual growth among members through Bible studies and discipleship programmes.
- Address the specific needs of families, children, youth, singles, and the elderly within the church community.

Evangelism and Church Growth:

- Implement ongoing outreach programmes to reach the unchurched and promote spiritual renewal.
- Conduct a weekly Pastor's Bible Class to encourage deeper engagement with Scripture.
- Train church members to give Bible studies and lead outreach efforts.
- Aim for a yearly baptism equivalent to 5% of the church membership and target a 3%

annual net growth in membership.

- Develop a programme for assimilating new members into the church family.
- Foster relationships with visitors and community members through initiatives like the Adventist Discovery Centre (ADC) contacts.

Preaching and Worship:

- Plan a sermonic year and prepare preaching schedules at least one quarter in advance.
- Conduct quarterly Communion Services and ensure worship is relevant to the congregation's needs.
- Actively support and participate in the Sabbath School programme.

Church Management:

- Conduct monthly church board meetings and regular business meetings to discuss church needs and plans.
- Collaborate with the Elders Committee to plan meeting agendas and evaluate church family needs.
- Train members for service within the church and ensure effective church governance.
- Develop short-term, medium-term, and long-term plans for church growth and community impact.
- Ensure timely submission of monthly Tithe and Offerings reports and quarterly Church Clerk's reports to the Conference.
- Maintain church facilities and develop an effective filing system for member information and church statistics.

Finance:

- Regularly preach on Christian stewardship and aim for at least a 10% increase in tithe each year.
- Ensure the church operates within an annual budget and promote the Gift Aid scheme among eligible members.
- Ensure adequate insurance coverage for church property and contents and promote

participation in the annual ADRA appeal.

Promotion:

- Actively promote church programmes and interests within the community and the Conference.
- Encourage the use of LIFE.info and Focus magazines and support literature evangelism efforts.
- Involve church members in management and outreach activities.

Community Engagement:

- Join local ministerial fraternal organisations and participate in community projects that align with the church's mission.
- Include non-SDA community members in visitation programmes to foster relationships.
- Network with non-SDA clergy to promote collaborative outreach efforts.

Family Balance:

- Maintain a healthy work-life balance, ensuring one day off each week.
- Engage in daily family interactions and establish family worship practices.
- Plan regular family meals without distractions from media.

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General:

- Perform any other duties as required by the Church or Conference Leadership.

Status of a Pastor:

The Pastor is accountable to:

- God, who has called him/her to ministry.
- The employing entity via conference administration, ensuring alignment with the Church's mission and policies.
- Local church members, serving as a servant leader and spiritual guide.

Conclusion:

The NEC Pastor plays a vital role in leading and nurturing the congregation of the Seventh day Adventist Church, fostering spiritual growth and outreach initiatives. This position is essential for fulfilling the Church's mission, promoting godliness, and serving the community with compassion and dedication.