

# POLICIES GOVERNING THE LEAD PASTOR

## *The Lead Pastor's Function*

### **Pastor's Job Description**

The lead pastor oversees the general spiritual condition of the church and leads its operational ministry including all staff.

1. The lead pastor will preach and teach the Bible (1 Tim. 5:17)
2. The lead pastor will protect the congregation from false teaching (Acts 20:28)
3. The lead pastor is to lead or direct the affairs of the church. (1 Tim. 5:17)
  - a. pursues the church's mission and casts its vision (Matt. 28:19-20)
  - b. develops and implements the church's strategy
  - c. identifies the church's outreach community
  - d. develops a disciple-making process
  - e. leads the church's staff
  - f. assesses the church's location and facilities
  - g. oversees the church's finances
  - h. supervises all staff
  - i. serves as an elder
4. The lead pastor (not the board) is ultimately responsible\* for the recruitment, hiring/enlistment, and dismissal of all paid and unpaid staff.
  - a. Staff recruited should agree with the church's core values, mission, vision, and strategy.
  - b. When hiring pastoral staff, the lead pastor will appoint and lead a search committee that will recommend a candidate to bring to the congregation for approval.
  - c. For all other staff, the lead pastor will choose people using fair hiring practices and solicit the input of others where appropriate.
  - d. Dismissal of staff needs to have Board approval.
5. The lead pastor will encourage and provide opportunities for staff development.
6. The lead pastor will write and amend personnel policies as required, including job descriptions, for all paid and unpaid staff.
7. The lead pastor is responsible to see that the church's ministries are effective in accomplishing mission and vision.

\*Note: "Ultimately responsible" doesn't mean directly responsible. Other staff may hire people in their areas. However, final responsibility rests with the lead pastor.

## **Pastor's Board Responsibilities**

The lead pastor will support the board and keep it informed about what is happening in the ministry.

1. The lead pastor will keep the board informed of any relevant trends, church issues, needs, external and internal changes, and problems that they should be aware of that are affecting or could affect the ministry positively or negatively.
2. The lead pastor will confront the board if he believes that it has violated its own governing policies and board-pastor policies in a way that is detrimental to their working relationship with him.
3. The lead pastor will provide the board with any information necessary for it to make fully informed decisions on the matters that come before it.
4. The lead pastor must commit to regular attendance at board meetings.
5. The lead pastor will serve on the nominating committee in the board selection process.

## **Pastor's Conduct**

1. The lead pastor will recognize the high visibility of his life and live his life above reproach. (Rom. 14:1-23; 1 Tim. 3:1-7; Titus 1:7-9)
2. The lead pastor will make sure that conditions for paid and volunteer staff are fair and supportive of their ministries.
3. The lead pastor will not prevent staff from grieving to the board when internal procedures have been exhausted.
4. The lead pastor will protect staff from those who might seek to undermine them or their ministries in some way.
  - a. The lead pastor will confront such people.
  - b. The lead pastor will initiate church discipline of those who persist in such activities.

## **Pastor's Financial Management**

1. The lead pastor has the responsibility for oversight of the church's finances.
  - a. The pastor is responsible for management of funds.
  - b. The board is responsible to make policies governing financial management and monitoring of the pastor's management of funds.
  - c. The pastor will ensure that funds are handled in accordance with financial policies.
  - d. The pastor serves on the Finance committee (see Financial policies)

2. The lead pastor will lead in the development of a budget that plans for the expenditure of the church's finances.
  - a. This plan reflects projected receipts and disbursements.
  - b. The pastor will work in conjunction with staff to develop a budget for their specific ministries.
  - c. This plan will reflect the church's strategic planning (facilities expansion, disciple making, church planting, etc.)
  - d. The lead pastor will present the budget to the board for approval.
  - e. The board will present the budget to the congregation at the AGM.
3. The lead pastor is responsible to raise the funds necessary to meet the budget.
  - a. The pastor and others will regularly cast the church's vision.
  - b. The pastor and others will, at least annually, preach on and teach biblical principles of giving.
  - c. The pastor and others will invite its people publicly and privately to invest in God's kingdom.
  - d. The pastor is responsible to see that the congregation is regularly informed of the church's financial condition.
4. The lead pastor will oversee the church's cash flow.
  - a. The pastor will monitor receipts and disbursements.
  - b. The pastor will communicate the financial statement to the board on a monthly basis.

### **Pastor's Assets Management**

The lead pastor will oversee the church's assets so that they are properly protected and well maintained.

1. The lead pastor is ultimately responsible for the maintenance and repair for the church's facilities and equipment in a timely fashion.

### **Pastoral Committees**

Pastoral committees will function solely to support the pastor's ministry as designated by the pastor.

1. Pastoral committees may be temporary or ongoing and exist to help the lead pastor accomplish his ministry as determined by him. (Such committees might assist the pastor in strategic planning, budgeting, capital funds projects, facilities evaluation, preparing personnel manuals, conducting environmental scans, and so on.)
2. Pastoral committees have no power and will not exercise authority over the pastor or any of his staff.

3. Pastoral committees will not speak or act for the lead pastor or staff except when given such authority for specific and time limited purposes.
4. They will keep their business confidential, especially any issues of a private or sensitive nature.

### **Dismissal of Pastor**

Dismissal of a lead pastor before the end of his term may be considered for the following reasons:

- Moral failure
- Improper fiduciary disclosure
- Irregular meeting or worship attendance
- Failure to meet lead pastor qualifications, responsibilities and conduct as per the policies
- Change in doctrinal views that deviate from the church's doctrine.

Dismissal of a lead pastor must be done at an extraordinary meeting as per The By-Laws 6. c.iii.

### **Pastor's Retirement**

Should the pastor retire or resign, he will recognize his influence and not interfere with the new pastor establishing his ministry.