

# JOB DESCRIPTION OF THE PASTOR

JER 3:15

“And I will give you shepherds according to My heart,  
who will feed you with knowledge and  
understanding.” (NKJV)

# JOB DESCRIPTION

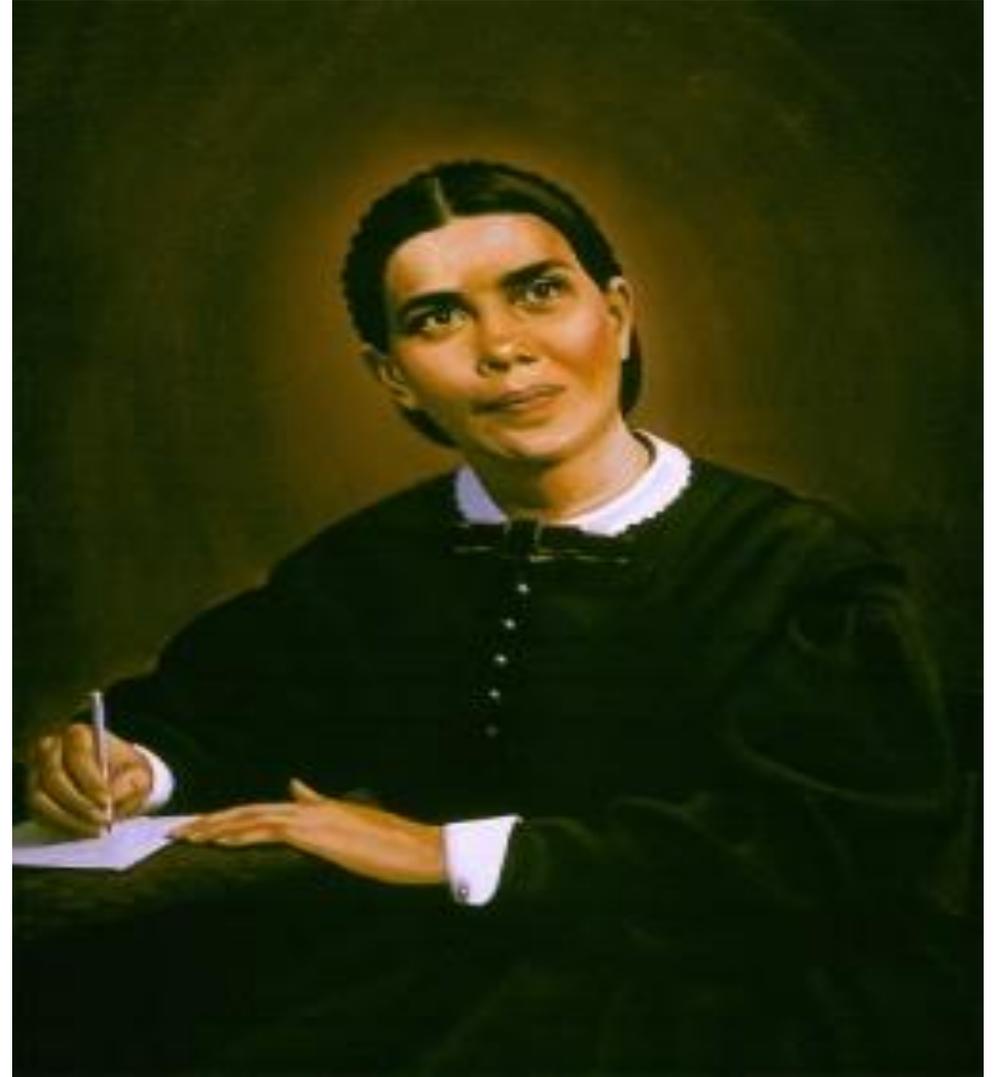
- The work of a Pastor is important and sacred. But the Pastor's task is also arduous and overwhelming. Nevertheless, there are five important tasks that the Pastor is normally evaluated on. **Subsequently, effectiveness of the Pastor is based on these five important functions: Evangelist, Promoter, Administrator, Shepherd, and a Trainer (E-PAST)**

# 1. THE PASTOR IS AN EVANGELIST

- **2Tim 4:1-5—Gives vividly sacred task of the Pastor as a preacher of the WORD of GOD.**
- The Pastor has no excuse to carry out this sacred assignment of proclaiming God's will to humanity. Ezek 3:16-21
- Nonnegotiable work of Jesus for the Pastor is preaching to save souls. Mark 1:16-18. **Evangelism is the first priority task which God has assigned to you as a Pastor of the SDA Church. 1Cor 9:16. WHY?**
- (a) God's message for the sinner is redemptive
- (b) God's message is transformational

# PASTOR'S JOB DESCRIPTION

“Evangelistic work, opening the Scriptures to others, warning men and women of what is coming upon the world, is to occupy more and still more of the time of God’s servant.” Ev 17.2



# PASTOR AS AN EVANGELIST

- Mark Finley remarks, **“Only a preacher who is a soulwinner can inspire his members to become soulwinners.** Only a pastor who gives winning the lost top priority can expect his members to do the same.”
- The pastor should have deep interest in evangelism because God has. Gen 3:9 ; 2Tim 2:3, 4. ;
- Matt 28:18-20

# THE EVANGELIST AND HIS PREPARATION

- **1. Pastor should study the Word of God and live it.**
- John 5:39 ; 1Pet 2:2, 3 ; 2Tim 3:15-17
- Ellen White submits, “It is a sin for those attempt to teach the word to others to be themselves neglectful of its study. Are the truths which they handle so mighty? Then they should handle them skillfully.” PM p.22
- **2. The Pastor should understand his community.** John 2:24, 25 ; Acts 20:20. Visit the people; help the people; love the people
- **3. The Pastor should be prayerful.** Mark 1:35 ; Luke 18:1 ; Rom 12:12
- **4. The Pastor should do at least one campaign every quarter**

## 2. THE PASTOR IS A PROMOTER OF PLANS

- **The Pastor represents the church to articulate the activities of the church.** We promote what the church is doing. FAITH in WAD
- “I will go” ; The missionary book of the year ; We encourage the members to have theirs ; We promote what the Missions, Conference and Union Administrations have put in place for the church members ; We place strong emphasis on stewardship
- **Pastor seeks wisdom from above to bring illumination, discernment, Judgement and spiritual power to do the promotions for members to follow through the cause of God. Be an encourager in your promotion. 2Tim1:7**
- In all situations we are not commanders nor “executive” of the organization. No, we are servants called by God to prepare people including ourselves for heaven.

# 3. THE PASTOR IS AN ADMINISTRATOR

- 1. **The Pastor brings creativity into his work through planning.**
- (a) **Initiate projects**—church planting, church building, organize churches, formation of choirs, youth marching drums inauguration
- (b) **Reach out to the community**—School project, establishment of health centers, missionary book project, Health expo, visit important personalities in the community (chiefs, government officials, Imam, etc.) Luke 2:52
- 2. **The Pastor should meet the needs of congregation**—(Acts 20:27, 28) arranging of marriage programs, planning and attending Board meeting, school Board meetings, choir day, church harvest, honoring youth events, camp meeting, **be there**

# THE PASTOR IS AN ADMINISTRATOR

- 3. **The Pastor should prepare his reports**—
  - monthly funds report, statistical report, departmental reports. Keep accurate financial records. Ellen White submits, “The minister who is wholly consecrated to God refuses to engage in business that will hinder him from giving himself fully to his sacred calling.” PM p.65
- 4. **The Pastor should draw his programs with budget**—
  - When do you want to do your baptisms, the quarterly campaign, when are your board meetings, have you consulted the church calendar, do you plan to invite missions, conference or Union officers, which letter do you have to write, have you fixed dates for your programs? Have you prepared a tentative budget for these programs? Reflect on these questions.

# THE PASTOR AS AN ADMINISTRATOR

- 4. **The Pastor should create pastoral study time:**
- (a) time with your family, family altar. “The spiritual welfare of his (Pastor) family comes first.” PM p.85
- (b) time for your mental and spiritual development. Read the Bible, read SOP and read from others and listen to others to expand your knowledge.
- Hartzell Spence has remarked, “He who refuses to utilize other people’s ideas will soon become impoverished in his own ideas.”

## 4. THE PASTOR IS A SHEPHERD

- 1Pet 5:1-5 ;
- **A. Teach the members to affirm them in the faith—TEACH AND TEACH AND TEACH.** Spend time with members to understand SDA Fundamental Beliefs, Sabbath afternoons, Wednesday prayer meetings, Revivals. (2Tim 2:1, 2). “As men of spiritual understanding conduct Bible studies with them, telling them how to yield to the power of the Holy Spirit, that they may be fully and firmly established in the truth, the power of God will be revealed.”
- **B. Visit the members—Personal visit to members makes a difference.** Take their telephone numbers and call them to wish them good. Join their whatsApp group and chat with them. Be close to them. Visit their work places and know them by their names. Be nice with them. “People rally about the pastor who is genuine in his motive and spirit.”

# PASTOR IS A SHEPHERD

- **C. Pray for the members—Assure them of your prayers to support their activities.** In times of grief let your presence be felt among them and pray to comfort them. Ephe 6:18 ;

## 5. THE PASTOR IS A TRAINER

- **The Pastor will have to share his leadership with his elders in order for them to assist him in all facet of the church life.** Jesus needed the 12 to establish the Christian church. You can't do it alone. You need a support system to be effective.
- **Exodus 18 is still appropriate for us.** Train elders so you can delegate. "too many ministers have an Elijah complex, 'And I, even I only, am left.'" The church can multiply by dividing. Therefore do training by enhancing the capacity of your elders to provide the needed support.

# THE PASTOR IS A TRAINER

- **Train the members by enabling them to help in evangelism.**
- Barnabas trained John Mark and he became effective in ministry. 2Tim 4:11. He mentored Mark to be profitable to Paul.
- Paul mentored Timothy Acts 16:1-3



# JOB DESCRIPTION: PLANS OF THE PASTOR

- The Pastor will have to follow through these five major functions (evangelism, promotion, administration, shepherding, and training) every quarter to be effective and efficient.
- In this way the pastor will have to be strategic and plan ahead.
- Use **SWOT** analysis to plan and set your goals for a quarter or six months.
- Evaluate and monitor your goals and plans using **SMART** :
- Be Specific, Measurable, Achievable, Realistic, Time bound

# PASTOR'S GOAL

- The GOAL should be specific: Doing campaign in Bertoa
- The GOAL should be measurable: 15 soul will be baptized
- The GOAL should be achievable: with the preparation in place we can
- The GOAL should be realistic: Considering the place and team members we can reach the goal
- The GOAL should be timebound: By July 2023 the campaign is conducted
- By Pr. Kwame Boakye Kwanin