

Clifton Park Community Church
Pastor's Job Description
August 1, 2026

Function

As Christ's under-shepherd and a member of the Board of Elders, the Pastor provides daily leadership in and oversight of the spiritual and administrative life of the church.

Duties and Responsibilities

The following highlights the major duties and responsibilities of our pastor; it is neither comprehensive nor exhaustive.

Preaching and Teaching Expository preaching to the congregation on the Lord's Day, and at special services of the church. When there are two or more pastors at CPCC, the frequency of preaching will be a result of elder discussion and scheduling. The Pastor also shares responsibility for the exposition of God's word at the midweek Prayer Meetings. The Pastor will normally also teach a Sunday School class. He may, at the discretion of the Elders, preaching at other churches as opportunities arise.

Worship, Prayer, Devotion, and Study As a man of the highest Christian character, our Pastor will direct the corporate worship and prayer life of the church. He will lead corporate worship alongside his fellow Elders. He will plan and conduct the weekly Prayer Meetings. With a gracious spirit, he will urge and lead the congregation in its pursuit of holiness and Christ-like behavior. Given his many spiritual duties, he is expected to spend considerable time and effort in study and in personal prayer for himself, his family, and the congregation.

Pastoral Care Our Pastor will be active in the care of the members of the congregation. He will seek to encourage the members in the use of their God-given gifts and encourage their care one for another. He will do home visitation as needed, and have a special concern for those in the hospital, the sick, the bereaved, as well as older members. He will be active in reaching out to visitors and new attenders. As needed, he will (by appointment), provide biblical counseling to the congregation.

Leadership Our Pastor will provide spiritual leadership among the Board of Elders. He will assist other pastors, and use his gifts to equip and assist church staff and volunteers. He will conduct membership seminars, and the integration of members into roles of service in our church. He will seek opportunities to disciple others, with a focus on those men who might be candidates for church office..

Evangelism Our Pastor will have a evangelistic heart and will endeavor to lead the congregation in getting the gospel to the lost. He will seek and propose opportunities to evangelize both the unsaved who attend church and those outside our church. He will participate in leading services and preaching the gospel in our ministry "to the residents (and staff) at a local nursing home.

Other Our Pastor will, as requested, perform baptisms, weddings, funerals, and child dedications. He will perform other duties and responsibilities as required by circumstances or by the Board of Elders.

Essential Skills and Qualifications

- Meets the qualification for an Elder as defined by Scripture and our CPCC Constitution and By-laws.
- Has formal ministerial training, with a Master's degree in Theology or Ministry.
- Demonstrates a deep knowledge of the Scriptures, and is able to teach them to others.
- Demonstrates a sound Christian character, personal piety, and devotion to Christ worthy of a minister of the Gospel.
- Has a clear ability to exposit the Scriptures, with several years preaching experience.
- Whole-heartedly adheres to Reformed theology and practice, as embodied in *The London Baptist Confession of Faith*.
- Has an ability to provide leadership and organizational skills to the staff, elders, and congregation.
- Has happy marriage and home life, and a good reputation with the wider community in which he lives.