

**Good Shepherd Lutheran Church**  
Duties Description  
Minister of Word and Sacrament (Pastor)

The basic nature, responsibilities and conditions of the office of Pastor of Good Shepherd Lutheran Church are stated in the official documents of the Evangelical Lutheran Church in America and referenced in the “Letter of Call” issued to the pastor of this congregation.

1. **Preaching:** The Pastor will make every effort to prepare inspiring sermons consistent with the Lutheran teachings and the scriptures. The message should relate to the lives and needs of the congregation. Children’s sermons should be regularly scheduled.
2. **Pastoral Acts:** The Pastor is expected to be present when needed, to be caring, and to be competent. Regular office hours are to be established. Attendance at church functions is a priority as these are job-related commitments.
3. **Sick/Shut-In Ministry:** The Pastor is expected to schedule regular visits to shut-ins and those hospitalized or recuperating at home or in a nursing home. If the Pastor is unable to make a visit, s/he should tell the family of his/her inability to visit and refer the call to another Pastor or a member of the congregation.
4. **Worship Leadership:** The Pastor is expected to provide Liturgical Worship on Sunday mornings and other occasions agreed upon by the Pastor, the Worship and Music Committee and the Council. The Pastor should encourage member participation in the Service. Innovations in worship should be discussed with the Worship and Music Committee and Church Council before they are implemented.
5. **Administration:** Good Shepherd expects its Pastor to provide vision and direction leading toward goals and purpose. S/he is expected to follow through on projects and to work through the organizational structure of the committees and the Council of Good Shepherd. Pastor should keep organized records so useful information about the church can be communicated to Church Council and church membership.
6. **Teaching/Christian Education:** The Pastor is expected to coordinate Confirmation, First Communion and adult new member classes. The Pastor is expected to be supportive of the Sunday School, helping and/or advising as needed. S/he should be involved in choosing the Sunday School curriculum and the periodic evaluation of the material. Post-confirmation and adult education classes are also desirable and should be organized and held. The Pastor is expected to be involved in these areas, if possible.
7. **Outreach:** The Pastor is expected to place outreach as a ministry, and not just member recruitment, very high on the list of priorities. This includes outreach to inactive members of Good Shepherd. The success of outreach is dependent on how well new members are assimilated into the life of Good Shepherd.

8. **Counseling:** The Pastor is expected to provide spiritual counseling to the members and the community of Good Shepherd and to provide appropriate referrals for counseling, as needed.
9. **Youth Ministry:** The Pastor is expected to be a spiritual adviser to all Good Shepherd's youth. S/he is also expected to train leaders and attend retreats and special events.
10. **Visiting/Calls:** Some, but not all, members expect routine visits from the Pastor. The Pastor will call on these members routinely as they are identified.
11. **Personal Growth:** The Pastor is expected to take responsibility for his or her spiritual, professional and intellectual growth.
12. **Denominational and Ecumenical Responsibilities:** The Pastor will attend cluster, Synod, and ecumenical meetings and provide reports on these meetings to the Council and members of the congregation.
13. **Social Justice:** The Pastor will speak publicly regarding issues of poverty and social justice in solidarity with the poor and oppressed.
14. **Character Traits:** The Pastor is expected to possess the character traits of accessibility, openness and responsiveness. The Pastor is expected to be an effective communicator and bring joy and good humor to all relationships. S/he should effectively work to resolve conflict within the church. Pastor should work to enable leadership within the church and work as a team member. These traits should permeate all facets of his or her ministry. The Pastor and lay leadership are expected to work together constructively toward the enhancement of these qualities in the Pastor and among the people.