

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.2.1

PASTOR

1/17/2011

The Pastor shall lead the congregation, church organization, and staff to function as an effective New Testament church. The Pastor should cast a vision for fulfillment of the Chapel's role in the Kingdom of God, supporting the Chapel's mission statement as shown in the By-Laws.

Specifically, but not limited to:

Administration of the worship and spiritual leadership of the Chapel

- Working in conjunction with Chapel staff, develop religious service procedures and policies. Seek Board of Trustees concurrence where significant changes or special events are envisioned.
- Coordinate service plans and preparations with the Worship Committee.
- Prepare and deliver Sunday sermon (arrange for substitute whenever absence is necessary)
- Be supportive of Chapel activities
- Provide leadership as needed, and serve as an ex-officio member on the Board of Trustees

Pastoral ministry

- Visit members and prospective members:
 - In response to needs (e.g., illness, death, other family crisis, etc.).
 - Who are unable to attend worship (e.g., nursing homes).
 - In coordination with the Visitation Committee.
- Visit new members within one month of their joining the Chapel.
- Provide pastoral counseling.
- Maintain regular hours at the Chapel office.
- Conduct baptisms, weddings (when pre-marital criteria of Chapel policies and pastor's spiritual convictions are met), and funerals. Provide marriage counseling.

Education and training

- Teach, provide direction, guidance, and support for Bible study and other educational programs.

Stewardship

- Provide leadership and instruction.

Church organization

- Ex-officio member of all Chapel Council of Ministries Committees, and the Board of Trustees.
- Accountable to the Board of trustees.

Planning

- Provide guidance and support in the organization and planning aspects for the future of White Bluff Chapel.