

SENIOR PASTOR
Job Description
New Hackensack Reformed Church

The New Hackensack Reformed Church is looking for a pastor who will lead us by serving as the congregation's spiritual leader, primary preacher, and guide into the next chapter of its history. Rooted in scripture and in the Reformed Church tradition, the pastor will carry out the stated mission of the NHRC and help implement its strategic goals. We are searching for a pastor who will help the church grow in faith, deepen its sense of community, and expand its connection with younger generations. Our new senior pastor should be someone who can preach with clarity and conviction, shepherd with compassion, lead with vision and engage congregants of all ages.

Reports To: The NHRC Consistory

Position Responsibilities:

1. Preaching and Worship:

- Prepare and conduct meaningful worship services.
 - Preach at the majority of worship services.
 - Prepare services in concert with the worship council.
- Assist the congregation in the praise and worship of God through the maintenance of vital and meaningful worship services, with the primary responsibility for preaching the word and administering the sacraments.
- Prepare the necessary parts of the worship service including the preparation of the weekly bulletin so that the worship service enriches the congregation.
- Involve the congregation and the various groups within the church, such as handbells, choir, and youth in the service on a regular basis.

2. Leadership and Administration:

- The pastor presides over the congregation of the NHRC and is expected to provide the necessary spiritual leadership for the congregation. The pastor will set the tone and determine the character of the ministry as determined by The Book of Church Order of the Reformed Church of America.
The pastor shall have overall responsibility and provide overall leadership for the church staff.
- The pastor will have knowledge of and adhere to “The Responsibilities Common to All Pastors.”
- The pastor will serve as president of Consistory, presiding over all meetings of Consistory, Elders and Deacons.
- The pastor is required to understand the workings of church councils and committees as well as the responsibilities of the staff.

3. Pastoral:

- Provide pastoral care oversight to the congregation. Through personal leadership, see that the pastoral needs of the congregation are addressed. This encompasses, but is not limited to, hospital and in-home visitations of the sick and elderly, crisis counseling, pre-baptismal and pre-marriage counseling and grief counseling.
- Provide pastoral services for weddings and funerals.

4. Community and Denominational Outreach:

- Represent the NHRC in the community. Be knowledgeable in local community affairs and participate in the business and social life of the community as appropriate.
- Be available to serve and lead the Church at a denominational level which includes Classis and Synod meetings and functions. Provide the necessary guidance to the congregation by interpreting and communicating the latest policies and programs of the denomination.
- Lead the NHRC in its ecumenical activities.
- Remain current and active through appropriate continuing education where feasible.

RESPONSIBILITIES COMMON TO ALL PASTORS

- Work cooperatively with other staff members, encourage their effectiveness and blend their efforts for a strong, total ministry, delegating responsibility as required.
- Work directly with assigned councils and committees. Keep informed of all council activity to provide a complete and coordinated direction for the church's programs and activities.
- As required, provide appropriate and timely messages for the monthly church newsletter and weekly bulletin.
- Participate in other church organization's meetings, as required.
- Plan, attend and participate in congregational events as required.
- Maintain regular office hours and be available to meet with members of the congregation.
- Keep the congregation informed through open communications and positive affirmation.
- Attend staff and consistory meetings.
- Participate in local church groups and other community groups as required or deemed appropriate.
- Be visible to members of the congregation by attending social and other functions so that the pastor is known as a person.