
The background features a complex, abstract design. On the left, there are dark blue, textured watercolor-like washes. On the right, a lighter blue and white area contains several geometric patterns: a grid of small white squares, a series of white curved lines, and a pattern of white radiating lines. The overall composition is layered and modern.

# **Personnel Committees and Job Descriptions: Why?**


The background features a vibrant watercolor wash in shades of blue and teal. Overlaid on the right side is a dark, semi-transparent rectangular area containing a geometric pattern of overlapping circles and arcs in a deep purple hue. The text is centered within this dark area.

**Welcome  
Word and  
Prayer**

# Rostered Leader Job Descriptions

What does a pastor do?

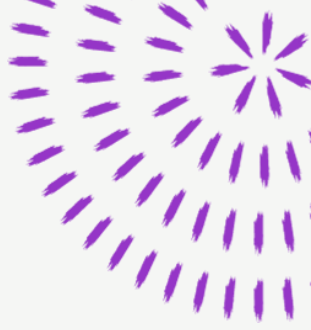
Doesn't seminary teach a pastor that?



The ELCA Model Constitution for Congregations lays out the expectations and requirements for pastors:


**\*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, a. Every minister of Word and Sacrament shall:

- 1) preach the Word;
- 2) administer the sacraments;
- 3) conduct public worship;
- 4) provide pastoral care;
- 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
- 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
- 8) speak publicly to the world in solidarity with the poor and oppressed, advocating dignity, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, and embracing and welcoming racially and ethnically diverse populations.




b. Each pastor with a congregational call shall, within the congregation:


- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) relate to all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council;
- 4) with the council, administer discipline;
- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the (insert name of synod) ; and
- 6) encourage adherence to covenantal relationship with this church as expressed in the Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

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**Why do we need a job  
description if the  
constitution states what  
a pastor does?**

The image features a watercolor-style background with various shades of blue and teal. A dark blue, semi-transparent rectangular overlay is positioned on the right side, containing white text. The text is centered within the overlay and reads: 

**Clarity and mutual  
understanding:  
Clear expectations  
and communication**


The background features a vibrant watercolor wash in shades of blue and teal. A dark blue, semi-transparent rectangular box is positioned on the right side, containing white text. The text is centered within the box and reads: 

**Especially true in a setting with multiple pastors, deacons, or staff**



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**Expectations of a pastor  
will be dependent on the  
congregation's context**



## Example One: The ELCA Model Constitution for Congregations lays out the expectations and requirements for pastors:

**\*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

a. Every minister of Word and Sacrament shall:

1) preach the Word;

What might we need to clarify?

How often does a Lead pastor preach vs. the associate?


What does this mean for a pastor who is part time?

Is it expected to have a sermon on Wednesday nights in Lent or do lay leaders sometimes preach?

Is the pastor expected to lead Children's sermons or not

Does this mean preaching in nursing home services in the community?

Is your pastor expected to preach at community services like Baccalaureate or Thanksgiving?

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- Example Two: The ELCA Model Constitution for Congregations lays out the expectations and requirements for pastors:

- **\*C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,
  - a. Every minister of Word and Sacrament shall:
    - 2) Administer the sacraments
  - How often do you celebrate communion? Weekly, 2 times a month, monthly? How often do you expect your pastor to bring communion to your nursing home members or homebound? Have you created a lay visitation team or do you have a parish nurse?
- What are your expectations on baptism and the pastor's discretion in who to baptize?



Example 3: b. Each pastor with a congregational call shall, within the congregation:

**1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;**

**What does this mean in your congregation in detail?**

**Do you have congregational policies for weddings, confirmation, or funerals?**

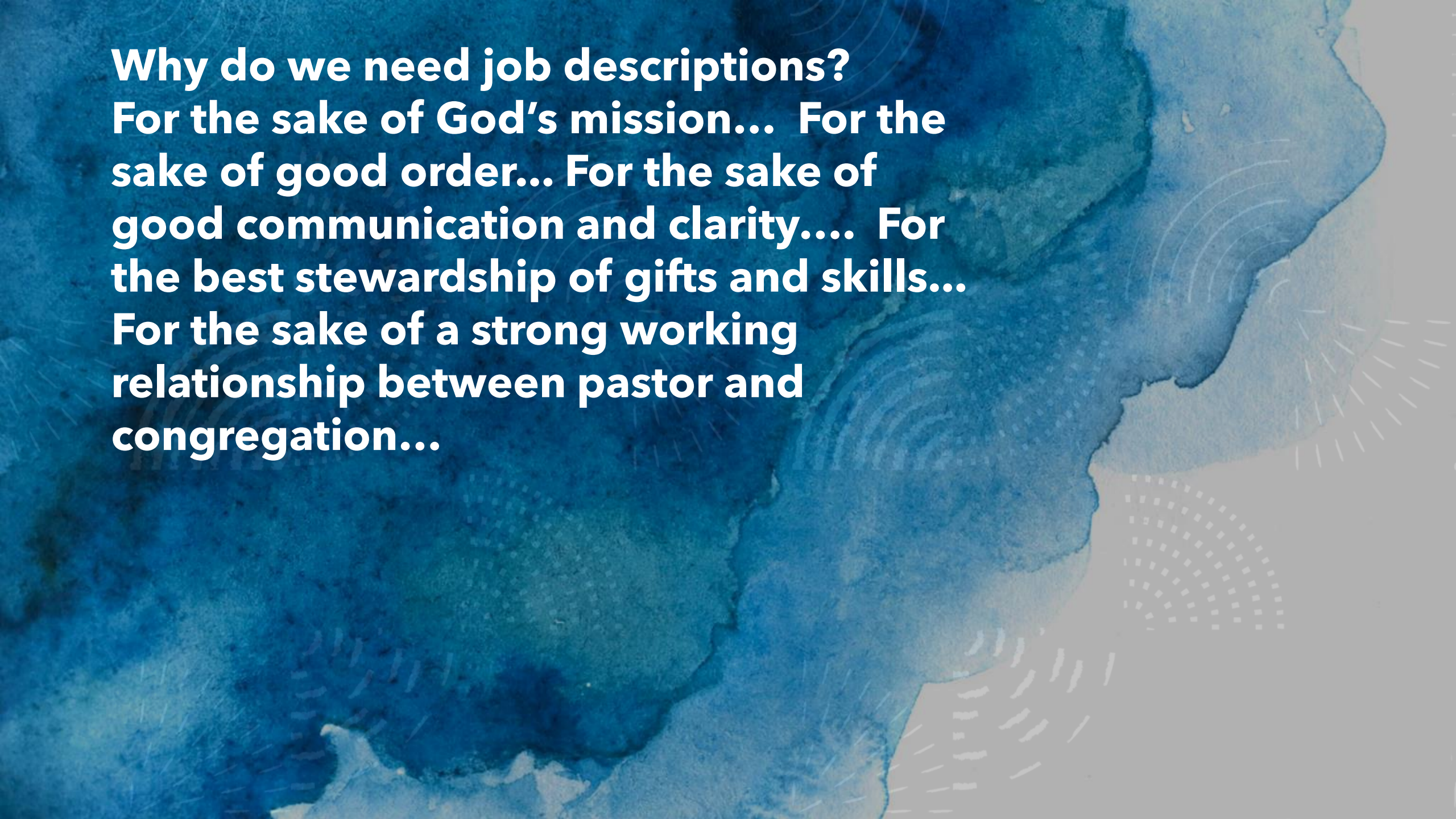
**What areas does your leader have pastoral discretion in when it comes to decision making?**

2) relate to all schools and organizations of this congregation;

3) install regularly elected members of the Congregation Council; 4) with the council, administer discipline; 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the (insert name of synod); and 6) encourage adherence to covenantal relationship with this church as expressed in the Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America.

**\*This includes expectations like synod assembly, boundaries workshops, Fall Theological events.**





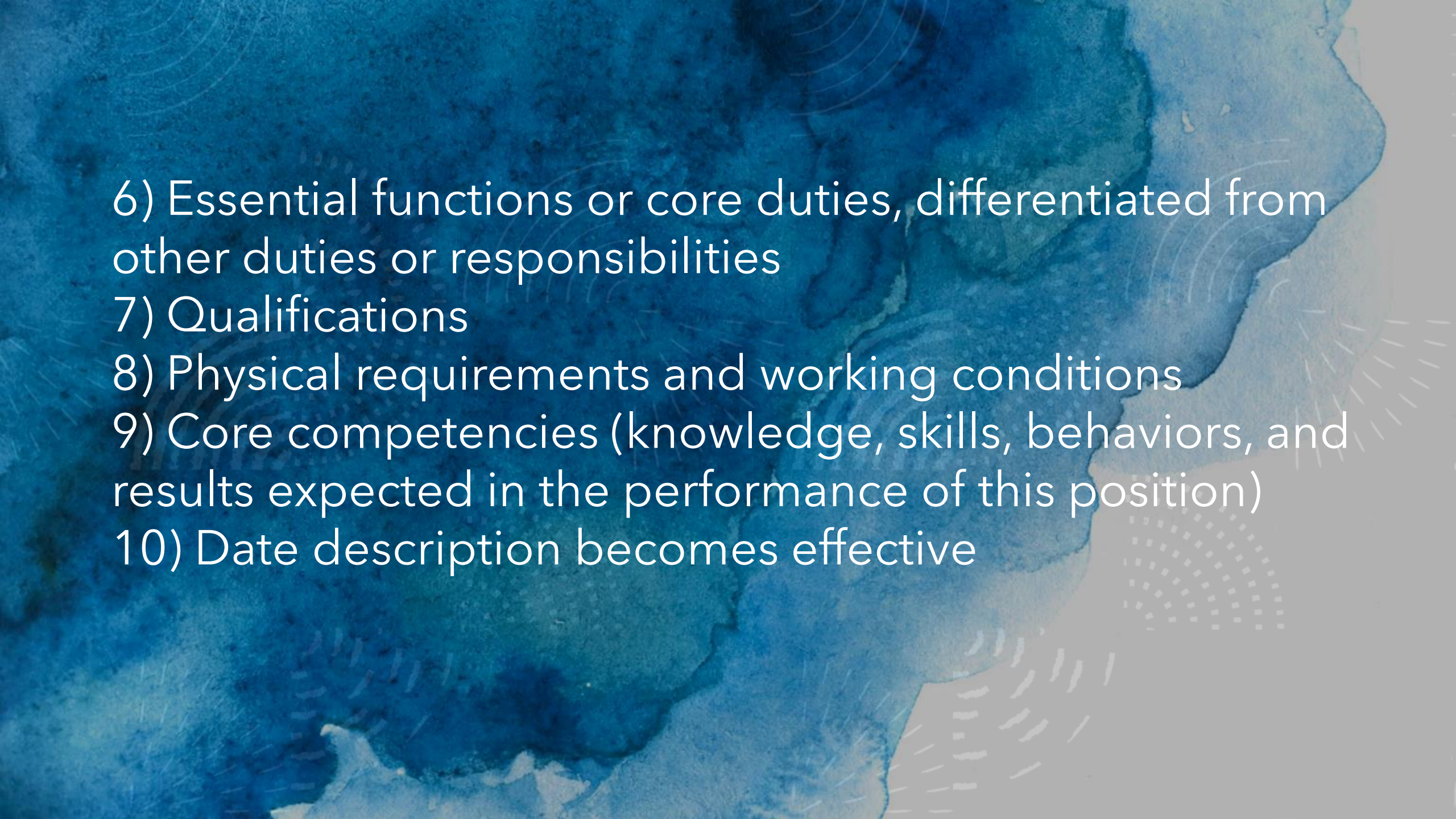
**Why do we need job descriptions?  
For the sake of God's mission... For the  
sake of good order... For the sake of  
good communication and clarity.... For  
the best stewardship of gifts and skills...  
For the sake of a strong working  
relationship between pastor and  
congregation...**

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# Components of a Position Description Lay and Rostered/Ordained

adapted from Susan Beaumont & Associates, LLC

- 1) The job or ministry title.
- 2) The job's Fair Labor Standards Act (FLSA) status. Is this position Exempt (salaried) or Nonexempt (hourly)?
- 3) The status of the position: full time, part time, or temporary
- 4) The reporting relationship
- 5) A position summary - an overview of the position's responsibilities

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- 6) Essential functions or core duties, differentiated from other duties or responsibilities
  - 7) Qualifications
  - 8) Physical requirements and working conditions
  - 9) Core competencies (knowledge, skills, behaviors, and results expected in the performance of this position)
  - 10) Date description becomes effective