

FOURSQUARE CHURCH
A division of the Foursquare Gospel Church of Canada

POSITION FOCUS SHEET

Title of Position: Lead Pastor

Purpose of Position: To give vision, leadership and care to the entire body by delegation and empowerment of pastors and leaders.

Reports to: Unit Supervisor/ President of FGCC
Submits to Staff, Elders and Church Council

Relates closely to: Staff, Elders and Church Council, all pastors and leaders.

Continuing Responsibilities:

- a. Know and hear God
- b. Set vision and teach vision
- c. Plan and set goals for church health and growth
- d. Relate to and care for Pastors and leaders of all areas of the church
- e. Directly oversee pastors and leaders of:
 - i. Children
 - ii. Assimilation
 - iii. International Ministries
 - iv. Prayer
 - v. Alpha
- f. Plan Sunday Services (primary teacher) including making time for study and prayer
- g. Responsible for staff meetings (semi-monthly)
- h. Give leadership to Church Council
- i. Oversee Leadership Development
- j. Lead and listen to Eldership
- k. Oversee and promote faithfulness in tithes and offerings
- l. Promote Missions and work with Missions pastor
- m. Promote Small Group Development
- n. Teach mid-week Bible Study
- o. Promote care and counseling
- p. Counseling (when available)
- q. Weddings and Pre-marital counseling (when available)
- r. Conduct funerals/ memorial services (when available)
- s. Relate to Ministerial
- t. Attend FGCC conference or convention each year

Top three measurable priorities for the coming year:

- 1.
- 2.
- 3.

EMPLOYMENT CONTRACT – SCHEDULE “B”

Time required by position: 50 hours per week

Salary: \$_____

Annual Review to be given by Unit Supervisor

Benefits: _____ weeks paid vacation plus stat holidays to be agreed upon in coordination with other office staff. All vacation days must be taken within the year earned or under exceptional circumstances within 3 months of the following calendar year.

(Two weeks up to year 2. Three weeks from year 2- 5. Four weeks from year 8. Five weeks after 9 years with up to one additional day for each year of service in coordination with other administrative staff.)

After one year’s employment you are eligible to participate in the Foursquare Benefit Plan including Pension, Group Insurance and Extended Medical coverage.

Assigned Person: _____

Effective Date: _____

Review Date: _____