

---

---

**Palos Heights Christian Reformed Church**  
**Position Description for: Pastor of Preaching, Congregational Care, and Administration**

**Purpose:** The Pastor of Preaching, Congregational Care, and Administration will provide and oversee pastoral care to the congregation, along with administrative leadership to the Staff and congregation.

**Responsibilities:** In addition to preaching and leading worship approximately 33-66% of the time (including exploring alternative worship opportunities), this role will provide leadership and vision for Church Ministry which will include but not be limited to:

- Working with the Staff, Elders, and others designated, coordinate and provide care for the sick and hospitalized, comfort the grieving and lonely, visit the homebound, and provide care and counsel for those undergoing difficulty and challenge.
- Work in partnership with the Pastor of Preaching and Faith Formation to create and support discipleship opportunities for adults within the congregation.
- Disciple seekers.
- Organize and lead new members sessions.
- Serve as primary spiritual and leadership advisor to Council, Ministry Teams, and Staff.
- Supervise and lead all non-pastoral full and part-time ministry staff.
- Work with Executive Team, Council, and Staff to ensure proper administration of church policies.
- Participate in Council, Executive, and Ministry Leadership Teams.
- Other responsibilities as assigned.

**Requirements:**

- Must be ordained, or eligible for ordination, in the CRCNA
- Is able to inspire others to use their talents within the church and their community
- Is passionate about following the Word of God
- Willing to follow the lead of the Holy Spirit

**Reports to:** PHCRC Elders