

POSITION: VICAR

ACCOUNTABLE TO: CIRCUIT COUNSELOR, ELDERS

PURPOSE: To work, under the direction of the Circuit Counselor, and with guidance from the Elders, to facilitate the vision of Peace Lutheran Church through preaching, teaching, and pastoral care.

PRIMARY DUTIES AND RESPONSIBILITIES:

- To administer the Word of God in its full truth and purity as contained in Holy Scripture, and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the book of Concord.
- Meet frequently with Circuit Counselor and the Elders to clarify vision, goals, and strategy.
- Evaluate the evolving needs of the congregation, working to strengthen existing programs and implement additional programs as required.
- Supervise the work of staff members, meeting with them regularly, and providing leadership to them in the areas of goal setting, performance improvement, and accountability. Work with the appropriate boards to conduct annual performance reviews for all staff members.
- Oversee the communications of the church by:
 - Overseeing preparation of weekly bulletins
 - Overseeing production of newsletters
 - Writing press releases and other public communications as required
- Oversee all aspects of worship, including selecting appropriate hymns and special music, liturgical issues, and scripture readings. Lead the worship service.
- Oversee the education program of the church, including Bible studies, Sunday school, and School of Religion. Lead Sunday morning Bible study and teach confirmation class.
- Aid, counsel, and guide members of all ages and social conditions. Visit the sick and dying, and admonish the indifferent and the erring.
- Help the Circuit Counselor conduct weddings and funerals, providing appropriate preparation and support. Perform these services in the absence of the Circuit Counselor.
- Schedule necessary time for personal devotion and study to maintain a deep level of spiritual knowledge and growth.
- Conduct adult instruction for new members as required.
- Work with the congregation officers to build unity around a common vision for the congregation.