

# Saints Simon & Jude Eastern Orthodox Church

## JOB DESCRIPTION

**Title:** Pastor  
**Directly accountable to:** Diocesan bishop, Exarch of Nebraska  
**Compensation:** This is a volunteer position. A stipend from collections and/or pledges may be drawn, based upon availability and approval

### Minimum Expectations:

1. The Pastor shall discharge his **pastoral** duties at this church as assigned by the bishop:
  - Conduct or concelebrate at all Sunday Services
  - Conduct or concelebrate at all special Services
  - Conduct or concelebrate at all Feastday Services
  - To be available to hear confessions before each Service assigned
  - To be available to administer other sacraments in a timely manner
  - To be prepared to preach at all Sunday and Feast-day Services
  - To conduct all Services as scheduled, even if attendance is lacking
  - To train and supervise all servers, helpers and designated parishioners who have taken on responsibilities
  
2. The Pastor shall discharge his **administrative** duties at this church as assigned by the bishop:
  - To publish a weekly or monthly bulletin, either himself or to delegate such to a parishioner under supervision
  - To schedule regular office hours at least twice per week (not Sundays) when present in the building (church office) to complete paperwork or other church preparation (for example: sermon preparation, setting up for an event, etc.)
  - Complete or maintain all necessary recording, issuance of certificates, marriage licenses, entry log and parish register
  - Attend all pastoral, administrative and evaluation meetings with the bishop as scheduled
  - To represent the parish at ecumenical gatherings
  - To ensure that public announcements are posted with local media outlets
  - To initiate promotions for membership recruiting
  - To initiate study programs, Sunday school and other events as necessary
  - To give church tours and answer other inquiries upon request
  - To oversee the church budget and ensure that all bills are paid on time.
  - To supervise the church secretary and treasurer in all fiscal matters (such as, speedy deposits of collections, account supervision, etc.)
  
3. The Pastor shall discharge his **maintenance** duties at this church as assigned by the bishop:

- To ensure that the building is presentable at all times and that the weekly cleaning chores are performed satisfactorily
- To ensure that the grounds are kept up in presentable shape
- To set up and prepare the church at least 30 minutes before each Service, either himself or a designated person under supervision
- To tidy, close up and lock the building after each Service, either himself or a designated person under supervision
- To report damages, necessary repairs or other problems to the bishop immediately
- To maintain tidiness and cleanliness throughout the building at all times.

This document must be signed by both pastor and bishop to become effective.