

Sample Overseer Job Description

Terms of assignment and accountability

The assignment of overseer is for a specified term not exceeding five years, but with a possibility of successive terms. The overseer's service should be reviewed periodically at the initiative of the senior pastor or the appointing board or committee with appropriate congregational involvement. The overseer is accountable to the Rosedale Network of Churches Executive Board in regard to his ministerial credentials and his qualifications to serve as overseer. He relates with sensitivity to the needs and expectations of the congregation he serves with his tenure of assignment and reappointment being subject to congregational decision.

Purpose

The provision of overseer is for the purpose of:

1. Serving as pastor to the pastor.
2. Helping give vision to the congregation's life and ministry
3. Providing stability and counsel in times of leadership transition
4. Advising the leadership team and the congregation in times of difficulty
5. Serving as a link between the congregation and Rosedale Network

General Duties

The overseer relates to the congregation and its leadership with a frequency and in settings effective for the above-stated purposes. He is available to the leadership and the congregation through visits in person and by other communication. He may be contacted at any time by the congregation's leadership for counsel and by members of the congregation for expression of concerns and questions. Visits and other contacts may be initiated by congregational leadership or by the overseer.

Specific Duties

The specific duties of the overseer include the following:

1. Communicating through:
 - a) Being present in the congregation for at least one Sunday morning worship service per year;
 - b) Having face-to-face contact with some or all of the congregation's leadership team (pastor[s], elders, or church board) at least twice a year;
 - c) Having various forms of contact with the pastor three or four times a year (this could include phone or email contact and could also overlap with the other contacts);
 - d) Receiving periodic or frequent information from the congregation. This can include items such as church bulletins or newsletters and receiving regularly, minutes of the congregational leadership meetings;
2. Providing leadership in congregational decisions concerning the leadership of the congregation, such as selection of pastor or member of a pastoral team, licensure or ordination, and issues or situations of tension and controversy within the congregation;
3. Developing and writing, at the beginning of each oversight term, a memo of understanding that spells out in greater detail the specific expectations of the congregation and the overseer.