Senior Pastor

Job Description

Principal Function: (Church Bylaws, Article II, Section 2)

The Senior Pastor must demonstrate a close, sincere and strong daily walk with God. The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the committees and the church staff in the performance of their tasks. The Pastor is the leader of the Pastoral ministries in the church. This requires working with the deacons and church staff to: (1) assure that the church is a fellowship of worship, witness, education, ministry and gospel application; (2) proclaim the Gospel; and (3) provide care for church members and other persons in the community.

The Senior Pastor is responsible to the local church body with interaction with the Personnel Committee for employment requirements and responsibilities. The Senior Pastor has authority over staff to make behavior corrections, including documentation within Personnel records, and the ability to suspend staff and then have discussions with the Personnel Committee.

Job Classification:

This is an exempt (salaried) and full time position, based on a 40-hour work-week.\*

Responsibilities:

* Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services in cooperation with the worship coordinators and other staff.
* Provide guidance for planning, organizing, directing, coordinating, and evaluating the total church programs.
* Preach the Word of God at all worship services or facilitate for someone else to perform this function.
* Serve as an evangelist and lead the congregation in seeking the salvation of the lost and nurturing of the saved.
* Lead the staff and the church in a caring ministry for persons in the church and the community.
* Lead the staff and church members to become involved in missions support through prayer and missions offerings as well as personal involvement, when possible, through missions activities in the local community and state as well as nationally and internationally.
* Be present at all church business meetings, if possible.
* Provide supervision to other members of the church staff.
* Plan for and provide leadership in the observance of the church ordinances.
* Conduct counseling sessions as appropriate.
* Conduct funeral services and wedding ceremonies, or at times share and delegate responsibilities in these areas to others on the staff.
* Work and communicate with staff, deacons, church officers, and committees as they perform their assigned responsibilities.
* Cooperate with associational, state, and denominational leaders in matters of mutual interest and concern.
* Serve as ex-officio member of church committees and as staff advisor for church committees as needed.
* Spend a reasonable amount of time visiting members who are in the hospital, care facilities, or those unable to leave their homes, as well as prospects, delegating these responsibilities to other staff, deacons and other church lay leaders as appropriate.
* Comply with all established church policies and procedures as well as all applicable federal, state and local laws.
* Be reasonably available nights and weekends for emergency pastoral care, delegating these responsibilities to other staff members, deacons and other lay leaders as appropriate.

Requirements: Knowledge, Skills, Abilities:

The position of Senior Pastor:

* Requires a personal conviction of calling to full-time church ministry.
* Requires commitment to biblical Christian principles and teachings both professionally and personally.
* Requires licensing and ordination to the ministry of the Gospel.
* Prior ministry experience preferred.
* Master’s level Seminary degree preferred.
* Requires the ability to speak, read and write English.
* Requires the ability to speak confidently before groups.
* Requires leadership and administrative skills, including the ability to supervise, monitor, evaluate and provide feedback to staff.
* Requires high emotional intelligence (EQ).
* Requires basic ability to use common computer software.
* Requires sufficient good health to perform necessary ministerial duties.
* Requires passing criminal, financial and sexual misconduct background checks.

\*Full-time is defined by federal law as at least 40 hours per week. A church may choose to re-define the number of hours for full-time downward, but not upward.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

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Signature

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