

# Central Baptist Church

## Pastor Job Description

A pastor serves under the guidance of the Holy Spirit and has been given guidance through scripture.

**I Timothy 3:1-7** The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. <sup>2</sup>Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, <sup>3</sup>not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. <sup>4</sup>He must manage his own household well, with all dignity keeping his children submissive, <sup>5</sup>for if someone does not know how to manage his own household, how will he care for God's church? <sup>6</sup>He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. <sup>7</sup>Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.

**I Peter 5:1-3** So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: <sup>2</sup>shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; <sup>3</sup>not domineering over those in your charge, but being examples to the flock.

**Purpose:** This document is intended to set forth the expectations of a Biblical pastoral ministry for Central Baptist Church. The pastor is recognized as the spiritual leader of the church. As such, the pastor may be confronted by a multitude of expectations from within the church and the community. This document is designed to outline the basic elements that should be present in a balanced approach to ministry.

This document is not intended to be a "check list" nor is it expected to address every situation that can present itself to a pastor. The most basic expectation is that the pastor be a spiritual person with a strong commitment to Jesus Christ, and from that commitment all ministry flows. It is recognized that each pastor is uniquely gifted and should be encouraged to use their spiritual gifts to fulfill the needs of the church and find joy in ministry.

### **Educational Requirements:**

Master of Divinity Degree preferred

Cultivate spiritual growth through continuing educational opportunities

### **Responsibilities**

- Plan and conduct the worship services to include preparation for and delivering of sermons and administering ordinances, with the possibility of expansion of worship services.
- Plan and conduct Wednesday Bible study and prayer meetings.
- Seek to meet the spiritual needs of the church through biblical preaching and teaching, refraining from proclaiming his/her own opinions as the word of God.

- Attend associational and state Baptist agency meetings, representing the church's views.
- Lead and participate in an effective program for witnessing and outreach.
- Lead and participate in an effective program of visitation, to include shut-ins, sick, and prospective members.
- Conduct counseling sessions, perform wedding ceremonies and conduct funerals or memorial services.
- Work with deacons, church officers, and committee members as they perform their assigned responsibilities.
- Train and lead deacons.
- Provide administrative leadership for church programs as needed.
- Serve as chief administrator of the paid church staff.
- Be a positive role model in the church family and community.

### **Work Schedule**

Pastor will work a 5-day work week, with personal weekend days chosen that best meet the needs of the church and pastor's family. Regular office hours will be maintained, such as 9-12, Monday-Thursday.

### **Leave Time**

- The pastor will have 2 weeks paid vacation. In months that have a 5<sup>th</sup> Sunday, the deacon body or designated members will plan and conduct 5<sup>th</sup> Sunday services and the pastor will be off. An additional vacation week will be added after 5 years. The pastor is responsible for a supply preacher for vacation Sundays.
- Holiday pay includes the following holidays:
 

New Year's Day	Labor Day
Easter Monday	Thanksgiving Day
Independence Day	Christmas Day
Memorial Day	

Should a holiday fall on a Saturday or Sunday, Monday will be observed.  
If the pastor is required to work a scheduled paid holiday, the pastor will be entitled to substitute another work day.
- The church will pay for a supply preacher for pastor's vacation and illness.
- The pastor will be granted sick leave for 1 day a month covering the work week, and may accrue no more than two weeks of sick leave.
- The pastor will be eligible for Long Term Disability in the event of a disabling accident or illness. The church will continue to pay the pastor his usual compensation through 180 days of his disability.

## **Evaluations**

- Initial year of employment will include interim evaluation every three months with the personnel committee.
- Annual evaluation will be conducted on or near the anniversary of the hire date.
- Subsequent years will include an interim evaluation at 6 months and an annual evaluation on or near the anniversary of the hire date.