

Position Description

POSITION TITLE: Senior Pastor
REPORTS TO: Body of the Church

SALARY CLASSIFICATION: Exempt

A. PRIMARY RESPONSIBILITY / FUNCTION:

The Senior Pastor is responsible for preaching and teaching the Word of God along with providing leadership for the church and using his skills in proclamation, administration, and pastoral care in meeting the needs of persons in the church and the community.

B. AREAS OF ACCOUNTABILITY:

1. Proclaim the gospel and lead the church in proclaiming the gospel to the church and community.
2. Provide necessary pastoral ministries including, but not limited to, regular conducting of worship services, preaching and teaching, visitation, counseling and referrals, grief ministry and funerals, premarital counseling and weddings, baptisms, administering the Lord's Supper, baby dedications, and new member orientation. All services will be performed to the best of the Senior Pastor's abilities and in good faith, subject at all times to the ultimate control and direction of the Church via its congregation.
3. Offer visionary leadership for the church's total ministry efforts. Join with the deacons and church staff in achieving its mission.
4. Supervise members of the church staff in accordance with the church's personnel policies and procedures.
5. Submit an annual budget to the Finance Committee, Deacons and church in accordance with the church's financial policies and procedures.
6. Shall be ex-officio (participating but not voting) member of the Church Board of Trustees and all standing church committees.
7. Counsel and assist the Trustees, Deacons, church officers and committees in discharging their responsibilities in accordance with the church's bylaws.
8. Maintain membership in good standing with the Southern Baptist Convention on the national, state and local levels.
9. Support Associate Pastors towards reaching professional goals.
10. Perform other duties as requested by the congregation.

C. CORE COMPETENCIES:

1. **Quality of Work.** Gathers and organizes resources necessary to timely and efficiently complete projects and assignments; work product is accurate; takes steps to effectively correct any deficiencies; understands and follows church personnel, financial, and Safe Church policies.
2. **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others.
3. **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals.
4. **Dependability.** Accomplishes all tasks within the proper time frame, eliminating the need for close review; flexible, generally willing to change plans in order to meet new expectations; punctual and adheres to attendance and time off policies.

5. **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values.

D. QUALIFICATIONS:

1. A clear testimony of faith in Jesus Christ.
2. Seminary degree required.
3. 10-years' experience as a full-time pastor aligned with an SBC church.
4. Ability to handle detailed, complex concepts and problems and balance multiple tasks simultaneously.
5. Ability to motivate, evaluate, and supervise members of church staff.
6. Excellent oral and written communication skills.
7. Self-starter, organized along with good computer aptitude.

E. MEASURES OF SUCCESS:

1. Evaluated annually by the personnel committee. Review shall be based on mutually agreed upon performance goals established at the beginning of the calendar year.

F. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, handle computer and phone controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, and stoop. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

By signing below, I agree and understand that I must be able to perform each responsibility above to continue my employment with the Organization.

Name:

Date

*Amended 7.2024