

RED LANE BAPTIST CHURCH
STAFF JOB DESCRIPTION

Job Title: Senior Pastor

Job Reports to (title): Church Body

Exempt or Non-Exempt¹: Exempt /Full Time

Job Directly Supervised: (titles/number) : Minister of Youth and Music (1), Ministry Director for Children and Discipleship (1), Office and Accounting Manager (1)

Basic Purpose: This position exists to preach and teach God's truths to the church, to provide spiritual leadership and mentorship for the church body and staff, and to cast vision and lead the church to fulfill its purpose in fulfilling the Great Commission.

ESSENTIAL RESPONSIBILITIES:

Note: Time percentages are estimates.

A. Preaching and teaching: (45% of Time)

- Fulfill the primary preacher/teacher role within the church..
- Maintain a regular schedule for personal study and spiritual development.
- Develop and deliver sermons for Sunday worship services.
- Provide leadership to evangelism and discipleship ministry in coordination with staff and lay leaders including both the Sunday School and Wednesday evening programs.
- Practice and model personal witness and evangelism in the community.

B. Leadership and planning: (15% of Time)

- Lead ministry staff and lay leadership in development of an annual Master Ministry Plan and associated budget for church body approval.
- As part of the Master Ministry Plan process, lead staff and lay leadership to define coordinated ministry vision and a set of measurable goals for each ministry area.
- Ensure staff, facilities and programs are effectively aligned to meet Master Ministry Plan goals.
- Report progress at least semi-annually to the church body on the Master Ministry Plan.
- Attend monthly deacons' meeting and other committee meetings as needed.

C. Staff supervision and development: (15% of Time)

- Serve as direct or indirect supervisor of all paid staff.
- Provide leadership and mentoring to existing staff in their respective areas of ministry in coordination with the Personnel committee and church body.
- Meet regularly with staff both individually and as a team.
- Direct staff training and development.
- Work with the Personnel Committee to conduct annual written performance reviews and provide on-going informal performance feedback with respect to progress on ministry goals and objectives.
- Nurture effective lines of communication between the staff and lay leadership.
- Work with the Personnel Committee to resolve signed complaint concerning staff by discussing the complaint with all parties involved to insure Biblical principles, characteristics, practices and corrective actions are being followed while maintaining confidentiality.

D. Pastoral and Missions Ministries: (25% of Time)

- Oversee and coordinate ordained and lay leadership in providing the ministry care needs of the congregation by leading and participating in hospital visitation, home visits, and prospect contacts.
- Provide pre-marital, marriage and crisis counseling by phone or by office or home visit as required.

1 Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

- Perform weddings and funerals as requested by church body.
- Lead church to develop and implement an Acts 1:8 missions strategy.
- Personally participate in at least one national or international mission trip per year.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist² are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Biblical Qualifications: The primary qualifications for a pastor are given in 1 Timothy 3:1–7 and Titus 1:5–9 and constitute the basic minimal spiritual criteria that should be expected of any man being considered for senior pastor as summarized below:

1. Relation to God
 - A man — masculine leader, not a female
 - Above reproach — without major character defect
 - Able to teach — effective Bible communicator
 - Not a new convert — mature Christian
2. Relation to Family
 - Husband of one wife — one-woman man, sexually pure
 - Has obedient children — successful father
 - Manages family well — provides for, leads, organizes, loves
3. Relation to Self
 - Temperate — mentally and emotionally stable
 - Self-controlled — disciplined life of consistently sound decision-making
 - Not given to drunkenness — without addictions
 - Not a lover of money — financially responsible, content and upright
4. Relation to Others
 - Respectable — worth following and imitating
 - Hospitable — welcomes strangers, especially non-Christians for evangelism
 - Not violent — even-tempered in word and deed
 - Gentle — kind, gracious, loving
 - Not contentious — peaceable, not quarrelsome/divisive
 - Good reputation with outsiders — respected by non-Christians

Theological Qualifications: The Senior Pastor's statement of faith must be consistent with, and not in opposition to, the Southern Baptist Convention's Baptist Faith and Message, 2000.

Education and Experience Qualifications:

Seminary degree – Masters degree required.

Pastoral Experience: 5 years minimum; 7 years preferred.

Skills and Knowledge

People skills required

- Caring, open minded, good listener, able to handle criticism, loving, patient

Personal skills required

- Self-starter, Initiative, confidence, sensitivity, flexibility, able to deal with conflict

Managerial skills required

- Motivation, leadership, planning, discernment, verbal and written communication skills, the ability to recruit and mentor people, the ability to handle conflict.

Basic computer skills required

- MS Office Suite (Word, Excel, Powerpoint) - basic knowledge in the use of these software programs".

² Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.

- Internet navigation – comfortable in conducting research utilizing internet resources.
- Email –basic knowledge in reading and creating e-mails.