

## **JOB DESCRIPTION: Pastor**

Principal Function: The pastor is responsible for providing the administrative leadership for the church and for using personal skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

### Responsibilities:

1. Be the spiritual leader and overseer of the congregation.
2. The pastor shall be responsible for the administration of the church's programs and for the supervision of the church staff, under the direction of the Personnel Committee appointed by the deacons.
3. Serve as chairman or delegate and share the leadership of the church council with such other members of the church as he may, from time to time designate.
4. Proclaim the gospel and lead the church in proclaiming the gospel to the church and - community.
5. Lead the staff and the church in a caring ministry for persons in the church and the community, and relate to all age groups.
6. The pastor shall lead in the preparation of worship services, shall present messages based on biblical principles in those services, and shall administer the ordinances. The pastor shall also be responsible for seeing that worship services are planned when others are called upon to lead.
7. The pastor is an ex-officio member of every church committee. The pastor is not required to attend each committee meeting but input and guidance is essential to the coordination of the total church program.
8. Recommend and advise on the selection of all staff members and in determining their duties.
9. Conduct funeral services and wedding ceremonies as he is able, sharing and delegating to others on the staff responsibilities in this area.
10. Counsel with and assist in training deacons for their responsibilities.
11. The pastor shall be available to counsel with church members who have lost members of their immediate family due to death. The pastor shall also be available to counsel with church members who face personal crises or be available to refer them to competent other persons who can help them.
12. The pastor shall visit church members who are hospitalized and visit in the residences of church members who are shut-in for extended periods of time.
13. The pastor shall, as time permits, visit in the homes of church members to foster a closer spirit of fellowship in the Church.
14. The pastor shall visit with prospective church members and share information with them about this church. The pastor shall also counsel with persons who desire to make professions of faith in Jesus Christ, in order to share with them the nature of salvation.

Office Hours:

15. The pastor shall set office hours (approximately 15 hours) per week understanding that emergencies will arrive. The pastor will be allowed and encouraged to schedule one day off each week.
16. Pastor may schedule one week for continuing education, excluding Sunday.

Vacations and Holidays:

17. a. Vacation:

Two weeks including two Sundays. (Evaluated annually)

- b. Holidays:

New Years Day  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

''' Any holiday that falls on Sunday will not be considered a holiday for the pastor. If the holiday falls on a Sunday, the pastor may take one day off in the following week.

General:

18. The pastor shall cooperate with associational, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.
19. The pastor will be allowed to conduct one revival per year away from Beth Car. (May include one Sunday)
20. Any exceptions to the foregoing Policy regarding absences shall be subject to review by the deacons and possible revision by the church.

Annual Review:

21. Annually the Personnel Committee and pastor will review jointly the salary and benefits and the terms and conditions of employment. The salary and benefits increase will be implemented annually if financially feasible reflecting the current rate in inflation and the merit of the work performance of the pastor. The deacons will present their recommendations for the salary benefit package of the pastor to the Finance Committee for their consideration.

Termination:

22. A prospective pastor shall be extended an invitation to serve indefinitely until the relationship is dissolved at the request of either the pastor or the church.

Revisions:

23. As situations occur that are not specified by the terms and conditions of this document, revisions may become necessary. The deacons and pastor will meet to review this document and make such changes that will promote a spirit of mutual trust between the pastor and church.

Details not made clear in the foregoing terms and conditions shall be the responsibility of the deacons.

**Signatures:**

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Pastor

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Chairman, Board of Deacons

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Chairman,

Pastor Search Committee

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Clerk,

Beth Car Baptist Church