



Senior Pastor Job Description Overview

Major areas of Responsibility

1. Teaching - In this role, he functions as our primary preacher, and may take on additional teaching as he deems advisable for the instruction of members and friends, and as his schedule permits. (Sunday School, small groups, seminars, etc.). (35%)
2. Shepherding - This includes many types of short term people matters such as counseling, visitation, etc. (30%)
3. Overall leadership - In this role, he meets regularly with the Elders and various Committees to support and insure that our church continues to move in the overall vision and direction set by the Elders. He is welcome to attend any meetings of any of the various committees as an ex officio member. (15%)
4. Overseeing the pastoral staff - In this role, he acts as the team leader and manager overseeing each person's objectives and progress as well as their personal growth. Those currently under his care are the Pastor of Discipleship, Pastor of Congregational Care, and Pastor of Youth/Young Adults (via the Pastor of Discipleship.) (10%)
5. Administration - In this role, he directs the activity of the other non-ministerial staff, each of whom shall be responsible directly or indirectly to him.(7%)
6. Other - These include denominational meetings, local pastor gatherings, attending community events as a leader of the church, etc. (3%)

The current Sr. Pastor broke his time roughly into the percentages above. On average he invested approximately 58 hours per week into the ministry, which is akin to a very active church member with a full time job and church responsibilities.

EBENEZER BIBLE FELLOWSHIP CHURCH

Job Description - Senior Pastor

Purpose

To provide spiritual leadership and oversight for the congregation, staff, and lay leaders, through pulpit ministry, mentoring, and pastoral care.

Relationships

1. **To the Board of Elders:** He shall be accountable to the Board of Elders and the Pastoral Relations Committee as an adjunct to the Board of Elders for his personal relationship and responsibilities with the church.

He will serve as the Chairman of the Board of Elders.

He shall function in agreement with the Faith and Order of the Bible Fellowship Church and the bylaws of the congregation.

The Board of Elders may assign additional responsibilities than those listed or make desired changes in duties.

The Senior Pastor shall be expected to give monthly reports to the Board of Elders at their meetings.

2. **To Boards and Committees:** He is welcome to attend any meetings of any of the various committees as an ex officio member, except the Pastoral Relations Committee.
3. **To the Staff:** He shall be the spiritual and administrative supervisor of the church staff.
4. **To Subordinate Pastors:** He shall be their spiritual and administrative supervisor and seek to work together in harmony at all times in sharing the responsibilities for the ministries of the church. Together they shall seek to meet on a regular basis for prayer, evaluation, coordination of activities and planning.
5. **To the Church as a whole:** As the Senior Shepherd in our church family, he shall set the example in establishing a strong Christian relationship within that family, and shall lead them in participating in the full program of the church.

Responsibilities

Worship Services

The primary responsibility of the Senior Pastor shall be his charge over the spiritual welfare of the congregation in all of the stated services of public worship: overseeing the preaching and teaching of the Word of God, providing oversight of the worship services in concert with the Worship Coordinator, and the administration of the Ordinances, dedication of children, weddings, funerals, etc., extending counsel as appropriate.

Congregational Meetings

He shall preside at all the Congregational Meetings.

Preaching and Teaching

The Pastor's preaching and teaching ministry shall promote and enhance among the congregation the corporate worship of God and the knowledge of sound doctrine. He shall endeavor to set forth scriptural foundations for the enlightenment of the congregation, on such matters as the practice of personal holiness, the fellowship of the saints, the cause of world missions, the strengthening of the Christian Family, evangelism and such topics of conduct as affect the every day life of the Christian.

In cases of anticipated absence he shall work with the Pastoral Relations Committee of the Board of Elders regarding substitute preaching.

He shall teach elective courses as he may deem advisable for the instruction of members and friends, and as his schedule permits.

He shall conduct occasional training to include the Pastoral Welcome class, and other courses as he sees necessary, and as his schedule permits, such as but not limited to Sunday School Teacher Training, Leadership Training, Planning and Goal Setting, Evangelistic Programs and Instruction on Faith & Order and Standards of Life and Worship, etc.

Shepherding

He shall evidence concern for the total ministry of the church seeking to foster and promote the cause of Jesus Christ and His Gospel.

He shall seek to remain informed of the spiritual life and programs of the congregation, and devote himself in accordance with his spiritual gifts to expanding the vision and distinctive ministry that God has given him and the church.

Counseling

In order to serve effectively in a pastoral relationship, it will be necessary to have some one-to-one relationship with members and friends to provide counseling in personal problems as required.

Visitation

In concert with the Pastor of Congregational Care, he shall oversee the visitation of members in their homes, in the hospital, in nursing homes, etc., and new people who attend church.

Evangelism

He shall encourage participation in evangelistic outreach and missions, since the mandate to evangelize is the responsibility of every Christian; and it is, therefore, assumed that evangelism will be a part of his life and ministry, and will uplift and train others as the needs arise.

Christian Education

Through the Pastor of Discipleship, he shall give oversight to the entire Christian Education Program including staff and related committees.

Administration

He shall direct the activity of the Pastoral Staff, and other non-ministerial staff, each of whom shall be responsible directly or indirectly to him.

He shall implement with the Pastoral Staff, the decisions and policies of the Board of Elders in leading and supervising the ministry and workers of the church.

He shall keep abreast of conditions relating to salaries and benefits of the Pastoral Staff and paid positions and make appropriate recommendations to the Pastoral Relations Committee of the Board of Elders.

Other

He shall promote and safeguard the relationship of our congregation to the Bible Fellowship Church and be supportive of all denominational agencies and ministries, and shall fulfill any denominational assignments and responsibilities, in balance with our own church activities.

He shall be concerned with, and ultimately responsible for, the public image of the church in the community and elsewhere, and seek to have the church visible in the community, promoting and upholding a God-Honoring reputation.

Personal Activities

1. The servant of the Lord is expected to maintain a lifestyle consistent with the Bible Fellowship Church's "Biblical Principles of Living."
2. He shall seek professional and spiritual growth through a personal study program, taking courses and attending conventions and seminars, with sponsorship considered by the Board of Elders.
3. He may find opportunities to minister outside the Bible Fellowship Church, and may accept these opportunities as approved by the Board of Elders; however, his primary responsibility to his duties at this church must always take precedence over such other ministries.
4. He is entitled to a day off each week. The actual number of hours spent in the fulfillment of his duties each day may vary with the responsibilities of that day. He is expected to use his own discretion in the stewardship of his time, so that he is neither over worked nor under employed. Any request for extended time away from the job should be submitted to the Pastoral Relations Committee.
5. Time spent in Bible Fellowship Conference activities is not to be counted against personal time.

Qualifications:

1. Must have a passion for preaching and shepherding.
2. Master's of Divinity or equivalent.
3. 10 years Senior or Associate Pastoral experience or equivalent.
4. Must be in agreement with the Bible Fellowship Church Articles of Faith.