

Bethany Baptist Church Job Description

Senior Pastor

Approved by Council August 20, 2020

1. Summary of Responsibilities

The Senior Pastor is to be a godly servant of the Lord Jesus Christ, whose primary functions are that of a preacher-teacher and a shepherd-leader. Secondary functions are administration and community relations. The Senior Pastor shall spend the greatest percentage of his time performing his primary functions. Refer to the BBC Constitution, Article 5 – Organization & Officers, Section 3.1 Senior Pastor.

2. Qualifications

- a. Be a man who meets the Scriptural standards as set forth in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.
- b. Be sound in doctrine and life.
- c. Be a gifted (Ephesians 4:11-13) preacher of the Word of God.
- d. Be ordained in accordance with ordination as referenced in Appendix C (latest version of BBC Constitution), or if not ordained in such a manner become ordained during his ministry here.
- e. Be a preacher of the whole counsel of God as revealed in God's Word.
- f. Be seminary trained in Hebrew, Greek, and expository preaching.
- g. Affirm without reservation the Bethany Baptist Core Beliefs, adhere to the articles in the Constitution, and embrace the Full Doctrinal Statement.

3. Preacher – Teacher

- a. Be devoted to systematically preach and teach the entire Word of God (Ezra 7:10-11 & II Timothy 3:10-4:5). Provide sound and thoughtful expository preaching of the Bible in a manner which educates, equips, evangelizes, encourages, and exhorts, in prayerful concert with the Elder Ministry Team.
- b. Be available to teach on occasional basis a Sunday School class, a Home Bible Study, or an elective class.
- c. Oversee the teaching of the church membership and baptism classes in concert with the Church Council.
- d. Invest quality time each week in prayer and study for personal spiritual growth and development.
- e. Lead the staff and congregation in understanding biblical doctrine (under the direction and enabling of the Holy Spirit) in cooperation with the Church Council (2 Timothy 3:10 - 4:5).

4. Shepherd – Leader

- a. Exemplify a holy life (1 Peter 1:16 and Leviticus 11:44).
- b. Lead and feed the congregation (1 Timothy 4:12 and Titus 2:7).
- c. Demonstrate love, care, and concern for the congregation by allowing time in his weekly schedule to personally minister to the congregation.
- d. Lead staff meetings and seek to create a positive, cooperative, and spiritually focused work environment.
- e. Spend time each week interceding in prayer for the congregation, fellow staff members, and the ministries of the church.
- f. Exhibit a servant nature.
- g. Oversee the planning and coordination of God-centered worship with the worship ministry team.
- h. Encouraged to maintain an accountability relationship with another godly person.

- i. Administer the church ordinances of communion and baptism.
- j. Conduct weddings, funerals, dedications, and other special services.
- k. Provide training opportunities for elders, deacons, and other ministry leaders as needed.
- l. The pastor should be encouraged to attend at least one conference for spiritual refreshment and/or professional development at church expense annually.

5. Administration

- a. Serve as a member of the Elder Ministry Team and attend Elder Ministry Team and Church Council meetings.
- b. Oversee the staff.
- c. Maintain an office hours schedule.
- d. Oversee the ministries of the church in conjunction with the Church Council.
- e. Provide annual performance reviews for staff he supervises.
- f. May serve as a non-voting member of any committee or ministry team.
- g. Work with the Office Manager to conduct and evaluate the results of background checks and communicate the decision to the ministry team that made the request. Consultation, if needed, can be made with the Elder Ministry Team (maintaining anonymity of individual in question) if questions or issues arise.

6. Community & Denomination Relations

- a. Maintain an evangelistic perspective that aims to reach the community for Jesus Christ (2 Timothy 4:5).
- b. Interact and support the ministries of North American Baptist Conference as directed by the Church Council.

7. Reporting Relationship

- a. The Senior Pastor is mutually accountable to the Church Council and ultimately to the church membership.
- b. The Senior Pastor shall have an annual evaluation by the Church Council for the purpose of mutual encouragement and edification of the church.