

Senior Pastor Job Description

JOB CLASSIFICATION

This position is an exempt (salaried) and full time position. The required days of work will be generally Sunday through Friday, with one weekday off per week in communication and coordination with the other staff members. Further details regarding this position may be found in the FBC Denver City Personnel Policy Manual.

JOB/MINISTRY INFORMATION

The senior Pastor is a representative of God and is responsible for ministering to the spiritual needs of the Church and our community through doctrinally sound preaching/teaching and servant leadership. The Senior Pastor is to encourage cooperation between our church and other churches and civic organizations and to exemplify and promote a spirit of Christian charity within our community.

SPECIFIC DUTIES

1. Is responsible for, but not limited to, providing spiritual leadership for the church, daily administrative duties, hospital and outreach visitation, and providing leadership to the regular worship service that the church has.
2. Serve as the administrator and supervisor of the paid church staff, conducting regular meetings to plan and coordinate the ministry of the church, which includes services, events, and ongoing activities.
3. Oversee special emphasis programs to develop spiritual growth in the membership of the Church and community as a whole.
4. Be available to counsel, perform weddings as deemed proper, and conduct funerals.
5. Serve as advisor to the Personnel Committee to assist in personnel issues. Consult with the Personnel Committee regarding any noteworthy problems with paid staff members to ensure appropriate resolution.
6. Be knowledgeable of the church constitution and by-laws and advise the Church on appropriate resolution of any discrepancies between said documents and written church policies.
7. Ensure, if at all possible, that at least one member of the ministerial staff is present for all church services.
8. Work closely with the deacon body in the selection and training of qualified candidates for deacons before ordination and assist them wherever necessary in the ongoing deacon ministry.
9. Oversee the training and function of various committees, ministry teams, and individuals within the guidelines of church policies, serving as an ex officio member and advisor of all church committees and ministry teams as deemed appropriate.
10. The Senior Pastor shall serve as Moderator, presiding over Church business meetings, or upon the Senior Pastor's request, the Church shall elect a Moderator from the membership annually as its presiding officer.