

FBC Senior Pastor Job Description

***Our mission is to partner with God in transforming people
into the likeness of Jesus Christ.***

(Meeting people where they are. Taking people where God wants to go.)

To carry out this mission Fellowship Bible Church is committed to glorify God by the intentional pursuit of equipping every FBC member for biblical worship, discipleship, outreach (local and global), fellowship and service.

I. General Overview of the Senior Pastor Ministry

This current role has four primary emphases.

- 1) As an Elder. First and foremost, this man must meet the doctrinal, moral and spiritual qualifications to be an elder. He serves equally in that capacity as all other active elders.
- 2) In Teaching and Discipleship. He has many responsibilities, but his effectiveness as the primary speaker on Sunday mornings is the indispensable public foundation for his entire ministry. Sunday morning messages must consistently engage audience interest, promote life-transformation and demonstrate biblical faithfulness with a depth of insight into the Scriptures that reflects healthy relationships with God and people.
- 3) In Community Impact. He is to have the energy, ability and desire to mobilize the people of FBC in a variety of ways to serve and evangelize our surrounding community.
- 4) In Administration, Supervision and Management. He oversees both the office and the church staff.

II. Relationship to Other Elders

The elder board has the authority over the direction and ministries of the church. The Senior Pastor participates in this responsibility as one of the elders. The Senior Pastor, individually, does not determine the direction of the church, nor does he have authority over all of the ministries of the church.

The elders will review the Senior Pastor not less than annually. At that time his job description will be reviewed to determine if any changes are needed. Pastoral compensation will be reviewed each fall as part of the annual budgeting process.

III. Responsibilities Shared as One of the Elders

- 1) Determining God-inspired vision and direction to establish annual ministry initiatives for the overall ministry of FBC
- 2) Coordinating the preparation of the annual budget along with the deacons.
- 3) Setting an example of servant leadership and spiritual maturity through a life marked by the fruit of the Spirit in attitude, conduct and relationships
- 4) Engaging faithfully in prayer for the spiritual health of FBC leaders and ministries

- 5) Shaping the culture of the church around the vision by ensuring that FBC leaders are aligned with and have the resources to execute God's vision
- 6) Guarding the ministry environment to ensure it is doctrinally sound, team oriented and pursues transformed lives—not merely deliver accurate content
- 7) Shepherding the flock, responding quickly to the multiple needs of the congregation: Prayer, Counseling, Visitation, Weddings, Funerals, Baptism, etc.
- 8) Arranges for Discovery Class to be offered at least twice per year
- 9) Helping members discover and use their God-given talents and gifts
- 10) Developing and equipping new deacons and elders from the body
- 11) Serving as part of the Nominating Committee.
- 12) Overseeing FBC ministries

IV. Teaching and Discipling Ministry

- 1) Creates a preaching calendar with biblical references and sermon ideas for a minimum of three months in advance based upon God's leading, input from church leaders and needs of people in the church. If desired may schedule one week in the spring and one week in the fall to serve as study/planning retreats. These weeks will not be considered part of your vacation.
- 2) Prepares and presents original expository biblical messages (topical or book) to help the people of FBC be transformed into the likeness of Jesus Christ
- 3) Employs appropriate technology to enhance his speaking and overall ministry
- 4) Although he is the primary Sunday morning speaker, he should not be the only pulpit teacher. It is good to have Sundays where he is present but others are preaching. A rhythm for this will be jointly established with the elder board.
- 5) Arranges for guest preachers when he does not preach, seeking to raise up other gifted and equipped teachers from within our body but is free to enlist outside speakers within the annual budget.

V. Models and Mobilizes FBC's Community Impact

Note: This is an acknowledged weakness and we desire our new pastor to be able to move us toward improved spiritual health in service and outreach to the surrounding community

- 1) Leads and trains the body to make disciples where they live, work, learn, and play.
- 2) Becomes personally involved in some local community organization (not necessarily Christian). The church will cover the dues or expenses for this elder approved activity.
- 3) Works with ministry team leaders to identify and engage local opportunities to see the gospel reach our community.
- 4) Develops practical ministry vehicles for our body to engage with our community.

VI. Administration, Supervision and Management

- 1) Hires staff as needed and directed by the elders. While consultation with the elders is expected, the Senior Pastor may, for cause, dismiss staff without board approval.
- 2) Oversees the office and staff of the church.
 - Current Part-time Staff: Childcare Director, Communications Coordinator, Financial Secretary, Learning Center Director, Youth Director, Worship Leader

- Possesses good computer skills, is competent with standard office software and is willing to learn and use PowerChurch.
- Meets personally on a regular basis to encourage, pray with, direct and review staff so they flourish in their respective roles (Our current staff consists of these part-time positions.) **Note:** other elders will also serve as liaisons to these ministries.
- Ensures through delegation or personal action that the FBC office runs in a smooth and professional manner
 - Answers and responds to phone calls in a welcoming and timely manner
 - Ensures that all financial transactions are accurately posted and submits monthly reports on church finances to the elders
 - Keeps database, background checks, church membership records and church app directory up to date
 - Prepares and distributes weekly eNews, Sunday bulletin and other publications as needed
 - Keeps church calendar, facility scheduling and weekly responsibilities up to date and posted as needed
 - Offers input so that the church website and social media are relevant and up to date

VII. Participates in Ongoing Personal and Professional Development

- 1) Engages in regular reading and studying the Scriptures and praying for personal spiritual growth, not just for ministry preparation.
- 2) Reads widely in other works—both Christian and non-Christian
- 3) Regularly leads or participates in a small group
- 4) Works with the elders to identify areas of personal, preaching and leadership growth.
- 5) Develops an intentional plan with measurable steps for growth in these key areas.
- 6) Meets regularly with outside pastors and ministry leaders for mutual encouragement.

VIII. Work Schedule

- 1) The role of vocational pastor is a full-time role. While a normal office work week is generally not less than forty hours, other elders carry out their elder responsibilities in addition to their full-time jobs. The Senior Pastor should put forth no less effort.
- 2) Maintains an office at the church with hours to be agreed upon with elders and communicated to the congregation.
- 3) The elders recognize that the nature of the ministry of the Senior Pastor requires flexibility in the work schedule but we want you to take one regular full day off each week during which you do nothing related to your paid FBC ministry.
- 4) The Senior Pastor is expected to attend most church-wide events. However, it is not a requirement nor necessarily beneficial for the Senior Pastor to attend every church activity.
- 5) The Senior Pastor is expected to attend all regular and special elder meetings. Non-emergency absences are to be cleared with the Board Chairman.