

# Theresa Baptist Senior Minister Job Description

## Personal Character

The senior Minister must be a born again Christian who is seeking to follow God's will daily in his life.

The senior Minister should be an example of a true disciple to the community and the congregation of the church.

The senior Minister must be a Southern Baptist who believes that the Bible is the inspired and infallible Word of God.

## Qualifications

Has accepted a call to the ministry.

Has a degree from an accredited seminary college or university and/or equivalent level of experience.

Minimum of 5 years of ministry experience and/or theological degree.

Demonstrates Christian character and commitment in daily life and the ability to articulate a personal faith journey.

A team player skilled in written and verbal communication, leadership, conflict management skills, and computer skills.

Loves and enjoys people.

## General Responsibilities

Responsible for leading the church to function as a New Testament Church.

Responsible for leading the congregation, the organization and the church staff to perform their duties.

Lead the pastoral ministries in the church. As such, he works with the deacons and the church staff to:

- Lead the church in the achievement of its mission
- Proclaim the gospel to believers and unbelievers, and
- Care for the church's members and other persons in the community.

Shall preside at meetings of the church and shall serve as moderator in all business meetings in keeping with the rules of order authorized in the by-laws of the church.

Shall serve as chief administrative office of the church and as ex-officio (non-voting) member of all organization, departments and committees. He shall have special charge of the pulpit ministry of the church, and shall, in cooperation with deacons, provide for pulpit supply when he is absent and shall arrange, with the concurrence of the deacons, for ministers to assist in revival meetings and workers to assist in other special services required by the church. In the event of prolonged absence or incapacitation, the deacons will provide for the pulpit supply.

**Specifically, responsibilities of the pastor are to:**

\*\*Full agreement with the Southern Baptist Statement of Faith (adopted June 14, 2000)

\*\*To adhere to policies and bylaws set forth by the church.

Plan and conduct meaningful worship experience each Sunday, as well as on special occasions throughout the church year.

Prepare and deliver meaningful and challenging sermons weekly.

Plan and lead in meaningful Wednesday night activities each week, including a time of sharing and praying, as well as Bible study or some other appropriate program.

Plan and offer Bible studies, as well as other studies to enhance the spiritual growth of members.

Keep the mission of the church clearly before the congregation and lead in the formulation of plans and goals to enhance the accomplishment of our mission.

Cultivate and maintain a daily prayer and devotional life that is so vital to the daily function of a minister.

To oversee and participate in visitation of the sick, elderly, perspective members and the bereaved and to maintain contact with the membership as a whole.

Coordinate and lead in pastoral ministry to those of the congregation and extended church family who have special needs.

Perform counseling services as needed and appropriate.

Must provide pre-marital counseling for couples whose wedding is held at Theresa Baptist.

Conduct funeral services for members and provide appropriate ministry to the bereaved.

To be actively involved in and supportive of the Beulah Baptist Association, the Baptist State Convention of North Carolina and the Southern Baptist Convention in its work and ministries; which may be paid for out of the convention fund.

Participate in called deacon meetings.

Meet with other committees and organizations as needed or requested.

The Senior Pastor will act as the chief executive and administrative officer of the church under the guidance of the Holy Spirit. The pastor is the direct supervisor of all staff members. The personnel committee will be a resource to the pastor in this duty but not a substitute. He will ensure the church is following the Constitution and Bylaws of Theresa Baptist Church as well as abide by all applicable federal, state and local laws.

Be involved with the personnel committee in recommending to the church persons for employment in church staff.

Be available to meet with the Personnel committee bi-annually to discuss ideas and concerns.

### **Guidelines**

Deacon board to approve all absences and vacations.

Deacon board to approve all outside ministry presentations by Senior Minister to other church and organizations.

### **Benefits**

The finance committee, with the approval of the church, sets salary and benefits.

### **Vacation time schedule**

After 1 year	1 week vacation
After 2 years to 7 years	2 weeks vacation
8 years to 15 years	3 weeks vacation
15 year plus	4 weeks vacation

Required to give church 30 days notice before resigning current position as Senior Minister.

The incoming pastor will be coming into a financially stable and debt-free church.