

# RICHMOND HILL BAPTIST CHURCH

## JOB DESCRIPTION – SENIOR PASTOR

### JOB SUMMARY

The Senior Pastor is responsible for leading a congregation in a rural setting of Yadkin County, Boonville, North Carolina; of approximately 150 active members which includes older adults, young married, youth and children. The Senior Pastor is an ex-officio member of all organizations and committees for advice, support, and counsel. The Senior Pastor is to preach, disciple, evangelize and counsel those in need. The Senior Pastor is to concur and work with a nine-member Board of Deacons to ensure the needs of the congregation are being met.

### 1) ESSENTIAL JOB FUNCTIONS

#### A. MINISTERS TO THE CHURCH COMMUNITY BY:

1. Preaching the Gospel based upon belief that both the Old and New Testaments are verbally and plenary inspired by God and are without error in the original writings.
2. Providing sermons at the Sunday morning “Contemporary” service, the “Traditional” worship service following Sunday School and leading the Wednesday night Bible Study. *(Pre-covid schedule)*
3. Leading the Church in evangelistic outreach to seek those who are unchurched, spiritually lost and without Christ as their personal Savior.
4. Ministers to the spiritual needs of all members and non-members of the congregation.
5. Leads the congregation in observance of the Lord’s Supper.
6. Performs baptisms upon one’s profession of faith and consultation with Pastor.
7. Performs weddings and funerals as needed. The Senior Pastor may use his discretion whether to marry a man and a woman based upon his discernment of the scripture, the situation and the circumstances surrounding this request. *(The Senior Pastor will not, at any time while serving as Pastor of the church, perform a marriage of a self-proclaimed homosexual and/or lesbian couple. Such an act would result in immediate termination and loss of all benefits and severance pay.)*

#### B. ENSURES THE ADMINISTRATIVE DUTIES OF THE CHURCH ARE CARRIED OUT BY:

1. Assuming responsibility for all administrative functions of church operations, with freedom to delegate as appropriate.
2. Provides leadership and guidance for members of the ministerial staff.
3. Arranges and approves all absences and vacations of church staff, with approval of the Deacons.
4. Works with the Finance Committee and/or Deacons in formulating recommendations concerning staff compensation, benefits, policies, and procedures.

5. Establishes office hours for the benefit of all church members and related business of the church, while maintaining a flexible schedule to be responsive to arising needs.

C. LEADS CHURCH MISSION INVOLVEMENT BY:

1. Supporting local and international missions with emphasis on meeting or exceeding goals for Home Missions and Foreign Missions.
2. Participating in local mission efforts such as Impact Yadkin.

D. SERVES AS A RESOURCE FOR COUNSELING BY:

1. Providing short-term counseling as needed.
2. Being available and responsive to crisis situations.
3. Providing pastoral care when necessary and visiting members/non-members who are in hospital, long-term or homebound care.

E. OVERSEES THE SPIRITUAL GROWTH OF THE CONGREGATION BY:

1. Teaching Bible studies and explaining scripture to groups of the congregation.
2. Being available to answer spiritual questions of the church.

**2) KNOWLEDGE, SKILLS AND ABILITIES**

- A. Qualifications of a Pastor: 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4

**3) EDUCATION AND EXPERIENCE**

- A. Bachelor's degree in Religious Studies with a Christian focus (or similar field of study) from an accredited university; and/or Seminary educated and trained.
- B. Prior pastoral experience serving in lead role within an established church.
- C. Certificate of Ordination.

**DATE WRITTEN/REVISED: August 2021**