

## **JOB DESCRIPTION**

First Baptist Church  
Waco, Texas

TITLE: Pastor

STATUS: Full time

PRINCIPAL FUNCTION: The Pastor shall be responsible for worship leadership and sermon proclamation. The Pastor shall be the spiritual leader of the congregation. The Pastor shall give general leadership to the total ministry of the Church in its outreach to meet the needs of the people and the community.

### ESSENTIAL RESPONSIBILITIES:

- I. Provide Leadership through personal example.
  - A. Maintain the standards set forth by the example of Jesus Christ and the teachings of the New Testament.
  - B. Be aware of the responsibility of example and influence in the Church and the community.
- II. Provide spiritual leadership for the Church.
  - A. Through study.
    1. Maintain a regular program of study to enhance personal knowledge of the Bible, theological thought, and current events.
    2. Give specific and adequate time for study and sermon preparation.
    3. Lead the church family to grow and develop in Christian maturity through Bible study.
  - B. Through prayer.
    1. Maintain an active prayer life and create time for devotional reading and personal reflection.
    2. Lead the church family to grow and develop through prayer and personal devotions.

- C. Through Evangelism and Mission Activity.
  - 1. Maintain a personal application of the Great Commission, Matthew 28:19-20, of going to all nations to reach the lost for Christ.
  - 2. Lead the church family to develop skills in evangelism and bringing others into the fellowship of the church.
  - 3. Give leadership in the development of mission endeavors in the local community and internationally.
- D. Through pastoral counseling.
  - 1. For salvation: Counsel and visit with those seeking salvation and church membership.
  - 2. In illness and bereavement: Minister to the ill and/or their families in times of illness, visiting in the home, nursing home, or hospital as needed. Minister to the bereaved at the loss of a loved one.
  - 3. For counseling: Advise and encourage people who are troubled, referring for other professional help when needed.
  - 4. In premarital situations: Conduct premarital conferences or make referrals to professional counselors for pre-marriage counseling.
  - 5. The ordinances and special services: Planning and conducting weddings, funerals, baby dedications, baptism orientations, baptisms, and communion.

III. Provide leadership in worship.

- A. Lead in planning, conducting, coordinating, and evaluating worship services.
- B. Prepare and preach at worship services or arrange for someone to preach in Pastor's absence, in revivals, or in other special services.
- C. Lead in planning and conducting the ordinances of Christian baptism and the Lord's Supper.

- IV. Provide administrative leadership for the Church.
- A. Give direct supervision to the Associate Pastor for Program Administration and Education, the Minister of Music, and the Business Administrator. Give indirect supervision for all other staff.
  - B. Be responsible for supervising and evaluating personnel according to personnel policies.
  - C. Provide leadership in establishing priorities, goals, and objectives of the Church in conjunction with the Church Council.
  - D. Counsel with and assist in the selection and training of deacons and in the implementation of deacon ministries.
  - E. Adhere to approved church policies.

**RELATIONSHIPS:** In addition to the leadership relationships with the staff and the church described above, the pastor should provide leadership in relationships within the denomination and with other Christian groups.

**NOTE ON STAFF SCREENING:** Any staff person who is associated with or is responsible for minors and/or special needs adults or special needs minors shall be responsible for maintaining the Church screening process, policy, and procedures, as it applies to his or her area of responsibility. A staff person will be held accountable as outlined in the Personnel Policies, Screening Policy, Screening Strategies, and Screening Flow Chart.