

# **CALVARY BAPTIST CHURCH**

## **JOB DESCRIPTION – SENIOR PASTOR**

### **RESPONSIBILITIES**

THE SENIOR PASTOR AT CALVARY BAPTIST CHURCH (CBC) SHALL:

1. Be a full time pastor. Not be employed by any other church body, business, institution or agency without prior approval from the advisory board
2. Be available at all times, within reason, to attend to matters such as hospital visits/medical emergencies, counseling or similar things that may occur
3. Be the voice of CBC and be responsible for promoting its vision
4. Be the spiritual leader of CBC. He shall preach the Word faithfully, be bold in challenging the CBC body to do more, be more and achieve more in and for Christ
5. Be accountable to the deacon board, advisory board and membership
6. Hold accountable all leaders, members and regular attendees
7. Serve as the primary shepherd of the CBC flock and will be able to counsel individuals, couples and families
8. Train and equip new leaders for the purpose of spreading God's word to reach new souls for Christ, and to strengthen the relationship with Christ of existing Christians
9. Be the administrative leader of CBC and will be in-tune with other committees and groups within the church body and will oversee all of its programs and leaders
10. Go to seminars or take classes (etc.) for the purpose of personal and professional self-improvement with the approval of the advisory board
11. Coordinate the filling of the pulpit for each service
12. Oversee the structure and format of the CBC worship services
13. Be available to counsel engaged couples and perform wedding ceremonies as requested
14. Be available to perform funerals and graveside services as requested
15. Lead CBC in the observance of communion
16. Give invitations to and then baptize those who come forward as a public expression of their faith.
17. Establish regular office hours to be available to the congregation with the approval of the advisory board
18. Work with the deacons on visiting shut-ins and those who are hospitalized.
19. Build and maintain a close working relationship with the church's paid staff, especially the church secretary
20. Be visible in the community and at community events outside of CBC

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## **JOB DESCRIPTION – SENIOR PASTOR**

### **QUALIFICATIONS**

THE SENIOR PASTOR AT CALVARY BAPTIST CHURCH (CBC) SHALL:

1. Meet the qualifications stated in the Scriptures (I Tim. 3:1-7; Titus 1:5-9)
2. Be in complete agreement with all biblical doctrine as prescribed in the CBC constitution
3. Adhere to and support all other aspects of the CBC constitution and policy manual
4. Be the primary example of how to live a godly life daily
5. Be an excellent leader in his own home
6. Have a wife who has a servant's heart and is supportive of her husband's ministry
7. Be a Baptist by conviction and practice
8. Be in sympathy with the independent stand of the church as stated in the church's Constitutional Bylaws and as taught in the New Testament
9. Have a love and reverence for the Lord
10. Be faithful, Spirit led, and possess an attitude of genuineness and humility
11. Have capacity to relate to all age groups
12. Have high recommendations
13. Be a fervent and faithful prayer warrior
14. Be straightforward in handling issues
15. Be capable in Biblical counseling
16. Utilize time wisely
17. Have goals in place and work to accomplish them
18. Fervently seek God's will in all matters
19. Have the ability to multi-task well
20. Be transparent
21. Have a minimum of a Bachelor's degree

To apply send resume to

Calvary Baptist Church

3065 E Armstrong RD

Leesburg, IN 46538

Or by email to:

[cbcoffice1@gmail.com](mailto:cbcoffice1@gmail.com)

Call 574-453-4786 for more information