[Church Name]
Pastor Job Description

Job Title: Pastor
Reports To: The Elders
Position Status: Full-Time

Purpose:
The Pastor is responsible to the church for proclaiming the gospel of Jesus Christ, for using his skills in administrative leadership, for engaging in pastoral care ministries to meet the needs of persons in the church and in the community, and to act as the chief administrator of the ministerial and vocational staff.

Responsibilities:
- Set as a guideline of personal behavior the standard required in I Timothy 3:1-7 and I Peter 5:1-4.
- Provide administrative leadership for the total church program.
- Maintain a regular program of study to enable himself to plan and conduct meaningful worship services.
- Prepare for and conduct worship services; lead in the observance of the ordinances; and, lead the church in proclaiming the gospel to the church and community.
- Visit members and prospects and lead the membership in a visitation program.
- Supervise other members of the church staff according to staff organization.
- Conduct premarital, vocational, family, bereavement, counseling sessions, etc., as needed. Advise other professional help when necessary.
- Perform wedding ceremonies and conduct funeral services.
- Work with deacons, church officers, and committees in performing assigned responsibilities. Be available for and lead in training as needed.
- Cooperate with and lead the church in cooperating with associational, state, and denominational leaders. Keep the church informed of developments within the denomination.
- Serve as a representative of the church in civic matters.
- Serve as the leader in seeking to win the unsaved and un-enlisted; lead the membership in soul-winning training.
- Plan and promote periods of evangelistic emphasis for the unsaved and renewal for the Christians.
- Serve as chairman of the Church Leadership Team (Church Council) in planning, organizing, directing, coordinating and evaluating the total church program.
- Act as moderator for church business meetings, if the bylaws require it.

I have read and received a copy of my job description.

Signature [Pastor]  ........................................... Date

Revised:  ____