



MONTE SANO
Baptist Church

Senior Elder/Pastor

Job Description and Key Responsibilities

22 January 2026

God has graciously supplied his people with a list of qualifications for elders in his Word. Out of a desire to be obedient to our God, all the qualifications listed in 1 Timothy 3:1-7 and Titus 1:5-9 must be met in the lives of potential candidates to be considered for this role.

This document is split into two sections. *Section 1* is a list of the responsibilities of elders that are mentioned in scripture. The goal of this section is to capture what God has tasked his elders with at a high level and serves as a foundation to build upon in section 2. It is MSBC's expectation that all these tasks will be performed by the elder team, with the senior elder leading the charge and ensuring these tasks are being performed.

Section 2 is a more traditional job description that builds upon the foundation of section 1 and is tailored to MSBC's needs and expectations.

Section 1

-Feed Jesus' sheep and tend to Jesus' sheep. - John 21:15-17

Feed Jesus' sheep the whole council of God's word – Acts 20:27

Shepherd willingly, not under compulsion and eagerly, not for shameful gain. Being an example to the flock, not domineering – 1 Peter 5:1-3

Pay careful attention to yourself and to the flock and care for the church – Acts 20:28

Joyfully watch over the souls of the sheep – Hebrews 13:17

-Equip the saints for the work of ministry and promote spiritual growth and maturity in their lives – Ephesians 4:11-16

-Visit and pray over the sick – James 5:14

-Discern the Holy Spirit's call to eldership for men in the church and nominate them for the office – Titus 1:5, Acts 14:23

-Discern the needs of the church and appoint qualified deacons as needed. Utilize deacons to meet the physical needs of the sheep – Acts 6:1-6

-Be dedicated to a significant amount of daily time in prayer – Acts 6:4

-Settle disputes within the church – Acts 15:1-35

Section 2

The Senior Elder/Pastor at MSBC serves alongside the elders in accordance with the scriptures including specific details outlined in 1 Timothy 3 and Titus. The responsibilities of preaching, teaching, and pastoral care are the primary areas of focus for this role.

Spiritual Leadership:

Prepare and deliver Christ-centered, Bible-based sermons each week on Sunday, and lead Wednesday services with Bible studies and other relevant literature.

In collaboration with the elder team, lead and implement relevant study materials for Sunday School, Wednesday services, and other Bible studies offered through the church, collaborating with staff, deacons, and lay leaders.

Collaborate with ministerial staff and the worship leader to coordinate a cohesive and spiritually meaningful, weekly worship service.

Prepare Bible studies and teachings that are Biblically sound and relevant to our congregation.

In collaboration with the elder team - develop, execute, and communicate the church's mission and vision by aligning ministerial activities with the church's overall goals for spiritual growth.

Provide spiritual guidance and counselling to congregation members and regular attendees, in collaboration with the elders, ministerial staff, and lay leadership.

Actively participate in visitation to members in hospitals, nursing homes, assisted living facilities and private residences. Offer support and prayer during these visits to provide comfort and spiritual care.

Promote and foster a sense of community within the congregation and encourage outreach efforts to the wider community.

Provide, as required, leadership and facilitation of regular meetings with elders, staff and lay leadership, with participation in administrative-related activities.

Job Qualifications

Master's degree or pursuant, preferably a Master of Divinity, or a higher degree from a recognized evangelical seminary.

Experience in pastoral ministry involving preaching and supervision of staff is preferred.

Ordination preferred.

Willing to participate in education and enrichment opportunities.

Willing to be subject to a background check.

Position Information

Job Title: Senior Pastor

Salary: Commensurate with education and experience. Total compensation package flexible to specific pastor and pastor family's needs.

Job type: Full-time

Worship service style is traditional. Music is a blend of traditional hymns and contemporary songs.

Soli Deo gloria!!