

**FIRST BAPTIST CHURCH  
BRIDGE CITY, TEXAS**

**PASTOR**

I. **Scope**

The pastor shall be responsible for preaching God's Word to the people and shall be the spiritual and administrative leader of the congregation. He shall give general leadership to the total ministry of the church. He shall give direction and instruction to the work of the church staff. He shall support the constitution and by-laws of the church.

II. **Authority**

The pastor shall have complete authority of supervising the ministerial and non-ministerial staff under the policies, qualifications, and job descriptions set out by the Personnel Committee. The church and the pastor will look to the Personnel Committee to recommend salaries, staff policies, job descriptions, and qualifications of each staff position. Should problems arise among the staff members, the Personnel Committee will serve in an advisory capacity to the pastor in bringing about a harmonious solution, or they will make recommendations to the church body if necessary.

III. **Responsibilities**

A. **Personal Example**

Maintain the standard as required in I Timothy 3:1-7 and I Peter 5:1-4

B. **Preaching and Leadership in Worship**

1. Prepare and deliver sermons for scheduled services each Sunday and preside at all worship services.
2. Lead in Wednesday Evening Prayer Service.
3. Approve orders of worship and assist in their planning (as needed).

C. **Study**

1. Maintain a regular program of personal Bible study.
2. Study to keep himself abreast of the best theological thought.
3. Keep abreast of current events as they may apply to the Preaching of God's Word.
4. Maintain the time and resources necessary for study in preparing the regularly scheduled messages of the week.
5. Encourage the congregation in Bible study and religious reading.

D. **Prayer**

1. Maintain a spiritual contact with God through a regular program of personal devotions.
2. Pray for the accomplishment of the will of God in the programs of the church.

3. Pray for salvation of the unsaved and the enlistment of Christians in service.
4. Make intercession for the sick and troubled as requests come to his attention.
5. Encourage the congregation in prayer.

E. Evangelism and Enlistment

1. Seek to win the unsaved and unlisted by personal visitation.
2. Lead in a program of soul-winning through the church.
3. Train and develop others in soul-winning.
4. Execute a training program for helping new converts to grow as Christians.
5. Plan and promote special evangelistic efforts: Revivals, special periods of emphasis, etc.

F. Counseling

1. Counsel with those seeking salvation and church membership.
2. Be available to advise and encourage members of the church who are troubled.
3. Minister to and direct the pastoral staff and deacons to meet the needs of the bereaved at any hour of the day or night.
4. Premarital conferences.

G. Visitation

1. Call on members who are seriously ill or hospitalized
2. Visit in the home of members or prospects.
3. Establish a plan of action for visitation.

H. Public Relations

1. Attend meetings and activities (social and otherwise) where the cause of Christ may properly be represented.
2. Encourage and lead the church to cooperate in local, state, and worldwide missions, benevolence, and education.
3. Attend local denominational meetings as time may permit.
4. Participate in state and convention denominational activities.
5. Decide what needs to be communicated to the public or media concerning the church.

I. Administration

1. The pastor shall be the chief executive in matters concerning church staff administration. He is to delegate administrative duties to other called staff members whenever possible; thereby freeing himself to devote the majority of his time to pastoral matters.
2. He will serve as moderator of the business conferences of the church.
3. Lead in regular staff meetings to direct the activities of the church staff.
4. Give personal direction to individual staff members whenever necessary.

5. Work with deacons, Board of Trustees, and any committees of the church as needed. The pastor's purpose for attendance is to assist and inform without unduly influencing the work of the committee or imposing personal agendas.
6. Give general leadership and encouragement to the organizations, programs, and ministries of the church. He can suggest recommendations.
7. Delegate specific assignments, to church staff, for particular needs as they arise.
8. Lead the church in an effective stewardship program.
9. Give general direction to administration of the church budget to balance expenditures with church income.
10. He shall conduct written evaluations of church staff on an annual basis, which shall include a mid-year progressive oral review. Both the annual and mid-year review will require signatures of the pastor and employee. Copies shall be presented to the employee, kept in employee files and presented to the Personnel Committee Chairperson.

Personnel Committee

_____	Lynn Richard (chair)
_____	Sandra Clark
_____	David Dickerson
_____	Ron Harbert
_____	Darrell Segura
_____	Donnie Stanton

Revised: February 2019