

Emmanuel Baptist Church
Senior Pastor Job Description
April 2016

Preferred Personal Qualities:

Some of the personal qualities that we desire in our pastor include the following: he will be able to cultivate a culture of trust, develop other leaders, be encouraging and gentle, act with humility and be gracious, think long-term, cultivate hope and be self-controlled. We desire a servant leader who has developed the habits of the spiritual disciplines and is enjoying the benefits of such a lifestyle personally and in each of his relationships.

Desired Professional Skills:

Our desire is for a pastor who is a serious student of God's word, communicating it effectively and practically to people of all ages. He will be proficient in the area of pastoral care, knowing when outside resources are needed, and he will be a leader among leaders who walks with the church in developing and maintaining the overall vision and mission of the church.

Job Responsibilities:

1. Shall work with the elders to ensure that in every way possible, church ministries and activities seek to reflect the beliefs, fulfill the mission and demonstrate the values of the church.
2. Shall participate with the elders in developing and implementing a strategic plan for mission fulfillment (see church mission statement).
3. Shall give leadership to the development, scheduling, coordinating and communication regarding church ministries.
4. Shall oversee and supervise all paid ministry and administrative staff of the church.
5. Shall oversee the worship ministry of the church, including:
 - Primary preaching responsibility
 - Service design and implementation
 - Administration of the Ordinances
 - Coordination with worship teams, ushers and the audio visual team
6. Shall coordinate and engage in the general pastoral care of the Congregation.
7. Shall represent the church within the community, Alberta Baptist Association, North American Baptist Conference or other events as coordinated with the elders.
8. Shall be a fully participating, non-voting member of the Elder Board.
9. Shall serve as an ex-officio member on all church committees.
10. Shall fulfill all responsibilities defined in church policies.