

**Salem Bible Church
New Holland, Pennsylvania
Senior Pastor Job Description Overview**

(Revised 9/7/2016)

Major areas of responsibility:

1. Preaching/Teaching – In this role, the pastor functions as our primary preacher/teacher, and may take on additional teaching as he deems advisable for the instruction of members of the congregation, and as his schedule permits. (Sunday school, small groups, seminars, Men's Ministry, etc.)

2. Shepherding – This includes many types of short term people matters such as counseling, visitation, etc.

3. Overall Leadership – In this role the pastor meets regularly with the deacons, board members and various program leaders to support and insure that our church continues to move in the overall vision and direction set by the church board. He is welcome to attend any meetings of any of the various programs as an ex officio member.

4. Overseeing church leadership positions – In this role the pastor acts as the team leader and manager overseeing each person's objectives and progress as well as their personal growth. Those currently under his care are the Deacons, Music Leader, Education Director, Sunday school teachers, missions and financial board leaders.

5. Administration – In this role the pastor in association with the church board directs the activity of the other non-leadership staff.

6. Other – These include representing Salem Bible Church at local non-denominational meetings, local pastor gatherings, attending community events as leader of the church, etc. if he and the church board agree it would be beneficial.

Salem Bible Church New Holland, Pennsylvania Senior Pastor Job Description

Purpose: To provide spiritual leadership and oversight for the congregation, staff, and lay leaders, through pulpit ministry, mentoring, and pastoral care.

Spiritual: The pastor will be a man of mature Christian character whose life reflects the characteristics of 1st Timothy 3 and Titus 1. The pastor will also be a man of prayer and be in agreement with the doctrinal statement of Salem Bible Church.

Relationships:

1. To the Deacons and Church Board:
 - a. The pastor shall be accountable to the Church Board and Deacons for his personal relationship and responsibilities with the church.
 - b. The pastor will serve as a member of the Church Board.
 - c. The pastor shall function in agreement with the constitution of Salem Bible Church.
 - d. The Church Board may assign additional responsibilities than those listed, remove responsibilities, or make desired changes in duties after prayer and consultation with the pastor and as agreed to by the congregation.
 - e. The Senior Pastor shall be expected to give quarterly reports to the Church Board at their meetings and to the congregation at the annual business meeting.
2. To established Programs/Committees:
 - a. The Pastor is welcome to attend any meetings of any of the various programs/committees as an ex officio member but is not required to attend.
3. To the staff:
 - a. The Pastor, in association with the Deacons, shall be the spiritual and administrative supervisor of the church staff.
4. To subordinate Pastors/Leaders:
 - a. The Pastor shall be their spiritual and administrative supervisor and seek to work together in harmony at all times in sharing the responsibilities for the ministries of the

church. Together they shall seek to meet on a regular basis for prayer, evaluation, coordination of activities and planning.

5. To the Church Members/Congregation:

- a. The Pastor shall set the example in establishing a strong Christian relationship with-in the Church family, and shall lead them in participating in the full program of the church.

Responsibilities:

1. Worship Services:

- a. The primary responsibility of the Senior Pastor is to oversee the all aspects of the worship services including Communion, Baptism, and the worship music.

2. Church Board and Congregational Meetings:

- a. He shall participate in all Church Board Congregational meetings.

3. Preaching and Teaching:

- a. The Pastors preaching and teaching shall instruct the congregation in sound doctrine and promote the corporate worship of God. He shall endeavor to build a strong foundation of scriptural truth that is: exegetical, systematic, and dispensational in scope. It shall reflect the unity of the Scriptures, both Old and New Testaments, and bring glory to the person of Jesus Christ. The purpose of the teaching will be to promote spiritual growth and maturity, and to establish the members of the congregation.
- b. In cases of anticipated absence he shall work with the Church Board regarding substitute preaching.
- c. He shall teach elective courses as he may deem advisable for the instruction of the congregation, and as his schedule permits.
- d. He shall teach elective courses and conduct occasional training as the need arises.

4. Shepherding:

- a. The Pastor shall shepherd the believers at Salem Bible Church by spiritually leading, feeding, protecting, and guiding the congregation. .He shall devote himself in accordance with his spiritual gifts to expanding the vision and distinctive ministry that God has given him and the church.
- b. The Pastor shall promote godly living within the congregation by addressing the practice of personal holiness, the fellowship of the saints, the strengthening of the Christian family, and the Scriptural basis for church supported mission outreaches. He shall also address any situations within the church where the conduct of a member or members is contrary to Scripture, and is affecting the spiritual life and health of the

congregation. He shall seek the counsel of the Church Board in matters that cannot be addressed on a one to one basis.

5. Counseling:
 - a. The pastor will provide relationship counseling as needed. The pastor should not counsel someone of the opposite sex in a one-to-one situation. Referral to an outside counselor may be appropriate.
6. Visitation: Pastor shall lead by example and encourage members to reach out to those in need those in their community, new people who visit the church.
7. Evangelism: The Pastor shall encourage participation in evangelistic outreach and missions in both our local community and beyond.
8. Christian Education: The Pastor in association with the Church Board shall provide oversight to the entire Salem Bible Church Christian Education Program including staff and related committees.
9. Administration: The Pastor, in association with the Deacons and Church Board shall direct the activity of the pastoral/leadership staff, and other non-ministerial staff.
10. Other: The Pastor shall be supportive of other like-minded and scripturally-based ministries. He shall fulfill related assignments and responsibilities in accordance with directives from the Church Board and in accordance with Salem Bible Church's doctrinal statement.
11. He shall be responsible for, the public image of Salem Bible Church in the community and elsewhere and seek to have the church visible in the community, while promoting and upholding a God-Honoring reputation.

Personal Activities:

1. The Pastor is expected to maintain a Biblically moral lifestyle.
2. He shall seek professional and spiritual growth through a personal study program, mentoring program, and Biblical conferences or academic endeavors, with sponsorship as determined by the Church Board.
3. He may find opportunities to minister outside Salem Bible Church, and may accept these responsibilities as approved by the Church Board; however, his primary responsibility to his duties at this church must always take precedence over other such ministries.

4. Vacation time is to be determined. The actual hours spent in fulfillment of his duties may vary with the responsibilities of each day. He is expected to use discretion in the stewardship of his time in order to give adequate attention to study and other duties, while allowing a balance of time for rest, relaxation, and family time. Any request for extended time away from the job should be submitted in writing to the Church Board with reasons included.