

**JOB DESCRIPTION AND EXPECTATIONS  
OF THE SENIOR PASTOR  
CALVARY BAPTIST CHURCH  
STAFFORD, KANSAS**

**PURPOSE:** To glorify God by winning, building and equipping men and women to be disciples of Christ.

**I. QUALIFICATIONS**

- A. Must have a clear testimony of having trusted Jesus Christ as his personal Savior.
- B. Must have a clear testimony of his call to the ministry.
- C. Must be eligible for membership in Calvary Baptist Church under established guidelines.
- D. Must be of high moral character and emotionally, mentally and spiritually mature.
- E. Must have excellent leadership and team-building skills. Must be able to delegate.
- F. Must have effective communications skills (both oral and written) and have the ability to communicate tactfully.
- G. Must be sufficiently educated and trained to lead the congregation in Spirit-filled worship and service. A minimum education of a Master of Divinity is preferred.
- H. Must have doctrinal convictions that are in harmony with the Mission, the Statement of Faith and the Church Covenant as given in the Constitution of Calvary Baptist Church.
- I. Must have a strong affirmation of the family as the basic unit of society and shall seek to preserve its integrity and stability. Must uphold the sanctity of marriage to mean the union of one man to one woman as ordained by God.
- J. Two or more years of experience in a local church pastorate preferred.

**II. PREACHING AND TEACHING**

- A. Preach the Word (Acts 14:15; 2 Tim. 4:2). It will be the responsibility of the senior pastor to be the principal "preacher," discharging this duty with love, faithfulness and impartiality, knowing that he will be held accountable to God for the welfare of the flock (Heb. 13:17). The senior pastor:
  - 1. Will devote sufficient quality time for personal reading, study, meditation, prayer, research and sermon preparation.
  - 2. Shall strive to present the gospel's relevance to people's lives through clarity in preaching and communicating a comprehensive understanding of the Bible and Christian principles.
  - 3. Will work closely with the deacon board, meeting with them monthly to discuss issues and activities pertaining to the various ministries of the church.
- B. Teach the Word (2 Tim. 2:2). The teaching responsibilities of the senior pastor include:
  - 1. Instruction occurring during the Sunday morning and Sunday evening worship sermons.
  - 2. Occasional teaching of a class during the Sunday school hour, if the senior pastor desires.
  - 3. Teaching of membership and baptism classes.
  - 4. Teaching or preaching at regular church ministry events (i.e., AWANA, VBS and Christmas programs).
  - 5. Conduct special meetings to instruct the deacons, church staff and lay volunteers in discipleship and leadership training, as desired.

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### III. OUTREACH

#### A. Equipping (Eph. 4:11-12).

1. The senior pastor will be expected to fulfill his scriptural calling to equip the saints for the work of ministry. The pastor is encouraged to:
  - a. Systematically train disciples and equip leaders for ministry through personal modeling, mentoring and programming.
  - b. Meet with deacons individually to mentor and disciple them in enhancing the spiritual care and growth of their care groups.
2. The senior pastor shall seek out lay members uniquely equipped by the Holy Spirit in various areas of ministry. He shall train and encourage them to expand the use of their special gift(s) of ministry.

#### B. Leadership (Rom. 12:8).

1. The senior pastor shall be an ex officio member of all boards and standing committees of the church.
2. The senior pastor shall assist deacons, church officers and committees with short-term and long-term planning. He shall help equip them for the execution of their tasks by consulting, advising, coordinating and evaluating results.
3. He shall encourage a sense of shared purpose through leading by example, involving others in the decision-making process, and actively participating in meetings and events.
4. The senior pastor shall be called to give an oral "pastor's report" (i.e., number of baptisms, weddings, funerals, house calls, hospital calls, meetings attended, ministerial alliance involvement, etc.) at the monthly general board meeting. An annual written report shall be submitted to the church secretary, due December 1, in preparation for the annual congregational business meeting held in January of the new year.

#### C. Administration (Heb. 13:17)

1. The senior pastor will have general oversight of the church, acting as a catalyst for the spiritual growth of the church (i.e., facilitating existing ministries and programs). He will have the privilege of forming ad hoc committees as he deems necessary for the purpose of researching, brainstorming and so forth. Such committees will serve strictly in an advisory capacity.
2. The senior pastor will supervise the youth pastor. He shall meet with the youth pastor on a regular basis; preferably weekly, for mentoring, prayer and planning activities and events.
3. The senior pastor must work in harmony with all members of the church staff. He shall coordinate planning and scheduling of activities to ensure adequate staffing.
4. The senior pastor shall establish and attempt to maintain regular hours during each week in which he may be reached by phone or in person. Be it known, however, that every attempt shall be made by the congregation to respect the pastor's weekly day off.
5. The senior pastor shall be expected to attend deacon-approved church conferences and conventions. (Expenses for the pastor and his family shall be paid by CBC, subject to the approval of the church board.) He shall encourage other church staff, lay leaders and members of the congregation to do likewise.
6. The senior pastor shall schedule vacations, continuing education and other activities of the church staff (subject to final approval by the deacon board and the church board).
7. There shall be an annual evaluation of the senior pastor, conducted by the deacon board during the month of November, based upon criteria as set forth in this document.

#### D. Community (I Cor. 9:22).

1. The senior pastor is encouraged to participate and be visible in the larger Stafford community and to positively impact the community by building relationships, inspiring hope and promoting goodwill.
2. The senior pastor shall serve as the church liaison with other churches in the surrounding community(s) (i.e., serving as an active member of the Stafford Ministerial Alliance).
3. The senior pastor's family is encouraged to be involved in the larger Stafford community and to be supportive of the senior pastor's ministry both in the church and in the community.

#### IV. PASTORAL CARE

- A. Intercessory Prayer (Acts 6:4; Eph. 6:18).
  - I. Every effort shall be made by the deacon board to pray for and assist the senior pastor with the work of the ministry.
  - 2. The deacon board shall work in cooperation with the senior pastor to further engage in and promote special times of prayer.
- B. Directing Public Worship.
  - I. The senior pastor shall be responsible for organizing and coordinating the order and content of the worship services.
  - 2. The senior pastor will work closely with the music committee and the worship team to lead the congregation in Spirit-led worship services.
- C. Serving Communion and Performing Baptism.
  - 1. Serving of the Lord's Supper shall be administered under the direction of the senior pastor and will be celebrated once each month on the first Sunday of the month.
  - 2. Baptism will be administered by the senior pastor by immersion in the name of the Father, the Son and the Holy Spirit.
- D. Visitation of the Sick and Bereaved.
  - 1. The senior pastor shall perform visitation to individuals at home, in the hospital and in nursing homes to provide comfort and prayer.
  - 2. The pastor may call on the deacon of the week to accompany him while doing visitation.
- E. Membership Visitation.
  - 1. The senior pastor shall call upon the membership and prospective members on a routine basis.
  - 2. The pastor may call for the deacon of the week to assist him with visitation.
- F. Counseling.
  - 1. The senior pastor should provide counseling upon request (i.e., premarital, marital, personal issues, etc.).
  - 2. Scheduling for counseling (length of time and frequency) shall be subject to available time and at the discretion of the pastor.
- G. Officiate Weddings and Funerals.
  - 1. The senior pastor shall have the right to grant or refuse the ceremony of marriage according to biblical principles.
  - 2. The senior pastor shall have the right to perform or refuse to perform funeral services within the church for biblical reasons.
- H. Managing Conflict.
  - 1. The senior pastor will work to facilitate peace among members of the staff and the congregation, seeking to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church.
  - 2. The senior pastor will review with the deacon board any problems or concerns of the above, working with them to determine solutions.

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