

Mentor Baptist Church

Senior Pastor Job Description [Revised 7/31/23]

Job Title: Senior Pastor

Reports To: Christ and is accountable to the Elders

Position Status: Paid

Position Terms: Called by God, selected by the Pastoral Search Committee and affirmed by the Church, and is a permanent member of the Elder Board as teaching elder, and first among equals.

Term Limit: None

Job Summary: To work with our Elders in overseeing the operation of the Church in order to fulfill our stated purpose and mission, and to provide for the growth and spiritual welfare of our Church body.

Personal Qualifications:

- Personal commitment to Christ, with an ongoing vibrant daily walk in Christ.
- A wholehearted commitment to Mentor Baptist Church.
- An agreement with, and enthusiasm toward, our mission, vision, and core values.
- A heart for seeing people come to Christ and grow in the grace and knowledge of, and in service to Jesus Christ.
- A spirit of unity with the rest of our Church leadership.
- Meeting the qualifications for elders as set forth in 1 Timothy 3:1-7, Titus 1: 6-9, 1 Peter 5:1-3 and Acts 20:17-28.
- He must sense God's call to fill the role of a Pastor and Elder.

Job Responsibilities:

As Pastor

- To Preach the Word of God and His Gospel during worship services.
- Officiate at Marriage Ceremonies, Funerals, Communion, and Baptisms.
- To provide Biblical Counseling to individual and couples of the congregation, including marriage counseling for those seeking to be married.
- To oversee the paid staff, including annual performance evaluations.

As Elder

- To shepherd the congregation and oversee the functioning of the Church.
- To rule on all matters of faith and doctrine.
- To be a leader in the areas of prayer, teaching, accountability, shepherding, spiritual direction and spiritual discipline.
- To establish Goals, and a one to five year Vision for accomplishing our stated Purpose and Mission, and to hold them always before the Church.
- To work closely with the Deaconate and Ministry Leaders to assure that each

area of ministry is aligned and focused on our Goals and Vision.

- To vet the teaching materials used by all Church ministries.
- To work with the Deacons and Deaconesses in caring for the people of the Church.
- To interview and to present to the congregation potential church members.
- To exercise Church discipline when necessary in accordance with biblical principles, with restoration in mind.
- To hold fellow Elders accountable for their words, actions, and doctrines.
- To oversee the establishment of an annual budget, in conjunction with the Deaconate and Ministry Leaders, and present it to the congregation at the third quarterly business meeting.
- To bring recommendations of non-budgeted items of over \$5,000 to the congregation for approval.
- To determine the needed number of Elders, Deacons, and Deaconesses.
- To regularly (at least annually) review the member rolls and contact any members who have not made favorable contact in the past year, to determine if they wish to recommit themselves to our Church as members, or be removed from membership.
- To oversee the legal responsibilities of the Church.
- To consider and bring a recommendation to the Church, for a vote, concerning the purchase or sale of any Church real estate.