Job Description for Pastor

**Acts 20:28-32; I Timothy 3:1-7; 1 Timothy 5:17; Titus 1:5-9; I Peter 5:1-4**

***Special Note:***“Pastor”, “Elder” and “Bishop” all refer to the same office. These terms are used interchangeably and usually qualified/implied with the use of the word “overseer”. Although the term pastor is commonly used today as the title of the spiritual overseer of a congregation, it was probably not intended in Scripture to be a title but to be descriptive of what the office does.

**Bylaws Description of Pastor:**

The Pastor is responsible for leading the church body in functioning as a New Testament Church (use scripture reference here). The Pastor is responsible for providing spiritual instruction and strategic leadership to the members, staff and ministries of the church. The Pastor serves as the administrative officer and supervisor of church staff and the Administrative Business Council. The Pastor is not responsible for doing all the work, but for seeing that it is done and done properly (I Corinthians 14:40).

**Policy and Procedures Description of Pastor:**

**Service Title:** Pastor

**Ministry Purpose:** To proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, provide administrative leadership in all areas of church life and function, supervise paid church staff and conduct the ordinances and functions of worship.

**Serving Relationships:** The Pastor serves under the guidance of the Holy Spirit and the Church Body. He directly receives counsel from the Deacons who serve the congregation. The Pastor serves as the leader of the Administrative Business Council.

**Primary Functions:**

* Plan and conduct worship services, developing sermons, planning with music leadership and leads in the observance of ordinances.
* Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority.
* Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ.
* Visits and ministers to members and prospective members in homes, nursing care facilities and hospitals.
* Conducts counseling sessions, performs wedding ceremonies and conducts funeral services.
* Works with Church Corporate Officers, Deacons and other key leadership to carry out the mission and purpose of the church.
* Acts as a parliamentarian to the moderator in business conferences.
* Cooperates with associational, state and denominational leaders in matters of mutual interest and concern.
* Serves as Overseer/Administrator of paid church staff supervising and evaluating the tasks assigned to each.
* Serves to recommend and advise committees and teams as an ex-officio member.
* Oversees, along with Deacons, all church discipline matters and the management of conflict issues in the church.
* Communicates with the congregation through articles or announcements, written and spoken using church newsletter, bulletins and worship services.
* Gives full support biblically to the Undesignated Budget of the church.
* Adheres to the Church Bylaws and Policies and Procedures adopted by the church.
* Maintains a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
* Maintains proper priorities at home with his wife and children.

Disclaimer: All job descriptions/service descriptions are intended as a guide and may or may not fit the vision, purpose and practice of every church.

**Resources:** *“Management Essentials for Christian Ministries”, Anthony and Estep, Broadman & Holman Publishers, Nashville, 2005; “Who Rules the Church?”, Cowen, Broadman & Holmes Publishers, Nashville, 2003; “Who Runs the Church?”, Chapter 4, Patterson, Zondervan, Grand Rapids, 2004.*